



GALLERIES | Gallery Committee  
212 W. Main St. Ste. 101, Salisbury, MD 21801 | 410-546-4748

## GALLERY RENTAL AGREEMENT & GUIDELINES - EXHIBITION

### Application Information

Name of Individual/Organization:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Artist Website/Portfolio (if applicable): \_\_\_\_\_

Exhibit Information:

Name of Exhibit:

Exhibit Details:

Donation amount: \$\_\_\_\_\_. In the event that a sponsor or patron is secured, the fee will be waived.

SAS Initial \_\_\_\_\_ Artist Initial \_\_\_\_\_

### Policies & Guidelines

- The following are STRICTLY PROHIBITED in all SAS spaces: decorating the walls using tape, staples, or glue and no open flames.
- Furnishings are not to be moved/re-arranged unless approved by an SAS representative. Individuals reserving the space will be held responsible for any damages if above normal hanging marks.
- Gallery renters are required to schedule a meeting for exhibit set up at least two weeks prior to the exhibit with an SAS representative. Normal gallery hours are Thursday-Saturday 12pm to 5pm. Please try to make all hanging times around our business hours unless discussed and approved with an SAS representative

### Gallery Rental Agreement/Contract

The Salisbury Art Space (SAS-Owner) agrees to the use of the Robinson Gallery for an exhibit duration of:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

It is understood that **Name:**\_\_\_\_\_ will hold harmless Salisbury Art Space, the Board of Directors, Staff or Volunteers during the time of the gallery rental due to any falls, injuries or other activities happening at the SAS.

All art should be personally issued by the exhibitor. SAS is NOT responsible for any damages to artwork; endless damage is caused directly by patrons, SAS employees or volunteers. A complete list of artwork and pricing is to be submitted to SAS at the signing of this contract.

**Checklist for gallery rental:**

Work will not be released before the exhibition closes.

- Complete submission forms and bring artwork to intake times (above) OR
- Mail artwork with completed submission to: Salisbury Art Space  
212 West Main Street, Suite 101, Salisbury, MD 21801

*\* Please call us at 410-546-4748 if you are mailing artwork so we know when to expect it.*

*\*Mailed artwork must have return postage if you would like it returned.*

- Each work needs to have a card with Name, Title of Artwork, Price/NFS (not for sale) and Artist Contact Information (phone and email) firmly attached to the back or base of artwork.
- Please email a short bio/artist statement for our artists binder to [info@aiandg.org](mailto:info@aiandg.org), including a photo if possible.
- All artwork should be ready to hang or to be displayed if it is 3 dimensional.
- Only original fine artworks **completed within the last three years**, which have not been previously shown at the SAS, will be accepted. Copies and reproductions will not be accepted (no giclée or offset printed work) in the exhibition.

**Artwork Guidelines:**

- Artwork to be hung on walls should be no larger than 48 x 48 including frame. Sculptures should have a base no larger than 10 x 10 and not exceed 30" in any direction
- Artwork cannot exceed 100 pounds.
- Artwork can be any medium.
- Artwork that is for sale will have a 70/30 split for works sold. You may specify if you would like all proceeds to go to SAS.
- All 2-D Artwork *should be ready to hang with suitable wire*. Please no double saw tooth hangers. If the hanging mechanism is missing or nonfunctional the work will not be hung. Please make sure that your hanging device is securely attached.

\* Entries requiring unusual installation require prior approval with SAS. To ensure proper installation of non-traditional works, SAS may require the assistance of the artist. SAS retains the final decision regarding works to be exhibited. This exhibition is NOT juried. All entries will be displayed.

Liability

SAS will take every precaution against damage/theft, etc. of artwork, but will not be responsible for damage/loss whatever the cause.

Disclaimers: SAS is not responsible for the loss or damage or any artwork. We strongly encourage artists to hold insurance on their artwork against loss or damage. ***All artwork left at the gallery 30 days past the end of the exhibition will be considered abandoned,***

*becomes the property of the art space and may be sold or destroyed.* If you are unable to pick-up at the end of the exhibition, please contact us and we will make arrangements with you. We reserve the right to use our images of your artwork in print, web and social media for the advertising of SAS and the exhibition. By signing this I am agreeing to all terms in the prospectus and call for entry.

**This contract is agreed upon by:**

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**Salisbury Art Space**

**Date:** \_\_\_\_\_

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**Artist/Renter**

**Date:** \_\_\_\_\_



**the space where  
art happens.**