

## Production Gallery Contract

This is an agreement made in duplicate between Gallery 44 Centre for Contemporary Photography (herein called "the Gallery") and the following Member (herein called "the Member").

Name of the Member	Email
Exhibition Dates	
Artist Fee (including HST if applicable)	HST Number (if applicable)

### Production Gallery Exhibition Details:

1. The Member is responsible for installation and removal of their works, and wall repair. They should coordinate a plan with the Head of Membership and Facilities. On the agreed install date the Gallery will provide space empty with clean white walls.
2. The Member is responsible for the promotion of their exhibition. The gallery may include promotional content in their newsletter and social media at their own discretion.
3. The Member is responsible for consulting with the Head of Membership and Facilities well in advance for any alternative installation plans that would exceed the physical wall space and/or require the staff to tend to the installation during the exhibition's duration.
4. The Member is responsible for arranging documentation of their show and providing it to the Gallery before the end of their exhibition.
5. The Member is required to refer to their exhibition being in "Gallery 44 Production Gallery" in all marketing materials and curriculum vitae.
6. The Member is responsible for the packing and transport, including insurance, of the works of art to and from the Gallery. Upon delivery to the Gallery, the Gallery will maintain insurance (up to a maximum of \$10,000 CAD per exhibition) against all risk in the event of damage and will assume responsibility in the event of loss of the artwork for the replacement value of the works. The Member is required to complete and return Appendix A: List of Works, including insurance values, ten days before the commencement of installation, failing which, the Gallery makes no representation, warranty or assurance as to the insurance coverage (if any) of the Works delivered.

7. The Member agrees to the Gallery collecting a 25% commission on any artwork sold during the duration of the exhibition. Prices must also include 13% HST.
8. It is required that the Member exhibiting in the Production Gallery be in good standing with the Gallery and have all outstanding balances paid prior to the exhibition date.
9. The Member agrees to review the Members' Gallery Policy and Production Gallery Guidelines document and abide by their procedures.
10. For exhibitions up to 4 people: the gallery will pay the member an artist fee as determined by the Membership and Facilities Committee. Currently this fee is \$600 divided by the number of artists in the exhibition. Payment will be sent to the member within 3 weeks of the exhibition opening date.
11. The Gallery has the right to refuse work if it violates our policies and codes of conduct.
12. The Member will submit an exhibition title, promotional image, and short description to the Head of Membership and Facilities one month before the exhibition start date.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
per Gallery 44

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date