

Visiting Artist Contract for a One-Month Show at Cazenovia Artisans

CAZENOVIA ARTISANS
39 Albany Street
Cazenovia, New York 13035
315-655-2225



- Submit 5 digital images of artwork that you would like to sell in our gallery to windwoodglass@gmail.com. Image resolution should be 72-150 ppi for review by our Jury Committee.
- Accepted artists will be provided with the designated "Visiting Artist" space in our gallery.
- All of the artwork on display must be for sale.
- The gallery will advertise on our blog and newsletter, which is distributed to our 500+ person email list. Cazenovia Artisans will create postcards, using one of the 5 digital images submitted by the Visiting Artist, which we will display and distribute in the gallery, as well as to local bed and breakfast destinations and to the Cazenovia Chamber of Commerce. For a successful show we also strongly encourage the Visiting Artist to send postcards or e-mail reminders to their mailing list for their show and their opening reception.
- The Visiting Artist should provide a resume, a list of career highlights, and other promotional materials to assist us in writing articles for local newspapers and our newsletter. In order to fully maximize our ability to advertise and promote a Visiting Artist's work, **Cazenovia Artisans strong recommends receiving all resume and background information at least one month prior to the beginning of the Visiting Artist's show month.**
- The gallery will host an opening reception for the Visiting Artist with wine, cheese, crackers and other snacks. Visiting Artist should invite their customers, friends, and family to the opening.
- The gallery is open seven days a week, giving your work maximum exposure to the Cazenovia community and tourists.
- No percentage will be taken on future commissions.
- The costs to the Visiting Artist will be \$100 and 35% of the sales.
- This contract must be signed and the \$100 payment must be made before show set-up.
- The Visiting Artist will be assigned an artisan code which must be noted on each price tag. This is how our cash register tracks the sales for each individual.
- A check will be issued during the month and then a second one will be issued within two weeks after the close of the show.
- The Visiting Artist is responsible for displaying their work with the assistance of a merchandising committee member. The artist is also responsible for removing their work at the completion of the show.
- **Cazenovia Artisans is not responsible for lost, damaged, or stolen work.** As Cazenovia Artisans is a cooperative, each artist is responsible for insuring their own work if they so choose. Likewise, the cooperative does not carry insurance which would cover a Visiting Artist's work.

Visiting Artist's signature _____ Date _____

Visiting Artist 's art or craft: _____

Artist's SS# or Federal ID # _____ Visiting Artist show month _____

Jury Chair's signature _____ Visiting Artist check # _____

The name you would like on your payment check: _____

Visiting Artist Code: _____ Email _____ Phone _____

Visiting Artist's mailing address: _____