



CONTACT INFORMATION

Artist Name: _____

Email: _____

Phone: _____

Address: _____

City, State, Zip: _____

Artist Website: _____

Artist Social Media: _____

INSTALLATION INFORMATION

Venue: _____

Address: _____

- _____ – Deliver Artwork to Venue at Time: _____
- _____ – Exhibition open to the public
- _____ – Exhibition Opening during Emporia First Friday Art Walk
- _____ – Artwork Pick-up at Time: _____

ARTIST CONTRACT

This is an agreement between the “Artist”, as listed above, and “Organization”, Emporia First Friday Art Walk, Inc. by which we agree to the following:

Artwork and Information Delivery

- Artist will deliver Artwork for Installation to the Venue at the above agreed time and date.
- An inventory list will be provided by the Artist at least one week prior to Artwork delivery with the following information: Title, Medium, Price, and Email Address (this is how a potential purchaser will contact the Artist).
- Artist will provide a brief exhibit statement to be used with the exhibit and for promotion.



Artwork Requirements

- Artwork will follow standard presentation and hanging guidelines. 2D work on paper must be in a frame, and all frames and/or canvas works must have a wire (preferred) or sawtooth hanger to hang from a single nail/screw, unless weight or size requires additional support. 3D work must be dry, stable, and free from sharp edges.
- Organization will be responsible for placement and hanging of Artwork. Artist may be present to advise Organization, but ultimate decisions are made by Organization.
- Artwork will remain on display for the entirety of the agreed upon Installation duration.

Promotion of Installation

- Organization has permission to photograph Artwork for the purpose of promotion. Images may be used on Organization's social media, or in promotional materials to advertise Organization.
- Organization has permission to allow local news sources to film, photograph or write about Artwork for promotional purposes.

Payment for Artwork Sold

- Artist will communicate with potential purchasers via email. Neither Venue nor Organization will be responsible for handling any sales of Artwork.
- Artist will collect payment from Purchaser and coordinate with Purchaser for Artwork pickup after it has been released from Installation. The Venue or Organization is not responsible for storing Artwork past Installation end date.
- Artist will collect and pay Sales Tax.

Installation Opening

- Artist must be in attendance for the first Emporia First Friday Art Walk that Installation is open. Art Walk duration is 5:00 – 8:00 pm.
- Artist may have a pop-up table to sell prints, stickers, or any Artworks in addition to Installation Artwork during the 5:00 – 8:00 pm Art Walk.
- Artist will stamp Passports during the Art Walk.

Artwork Pick-up

- Artist is responsible for picking up Artwork on the above agreed Pick-up date.

Insurance and Liability

- Artist is responsible for and agrees to pay for damage to Venue walls, floor, or pedestals incurred during Exhibition due to improper display hardware or use of materials that are unsafe and/or unstable.

Agreed to and consented by:

Artist Signature: _____

Artist (print name): _____ Date: _____

EFF Representative: _____

EFF Rep (print name): _____ Date: _____