

Art Lab Fort Collins **Art Exhibition** Contract

Art Lab is a multi-use space and there will be other events happening in the space during the duration of your show. Please check the Art Lab website for updates on what's happening while your show is hanging.

This art exhibition titled _____ is a self-curated show presented by _____, and hosted by Art Lab Fort Collins.

The show will hang from _____ start date _____ to _____ end date _____. Open Hours: _____ open to _____ close.

Exhibition promotional info:

Facebook event link: _____

Your website event link: _____

Instragram link: _____

Registration or ticket link: _____

Event description: **Please provide a paragraph that describes your event.**

You can hang the show on the Thursday before your opening weekend and take it down Sunday evening or Monday morning after the first weekend of the month. You are allotted four hours to set up and to take down. If you need more time let us know and we will schedule it for you.

You will be setting up and tearing down your show on date/time to date/time.

Terms of Usage

- The artist is responsible for sitting the space on the first Friday, Saturday and Sunday of the month. Friday hours are 6-9pm and Saturday and Sunday from 3-7pm. (If you would like to be in the space additional times let us know so we can schedule you in.)
- The artist is responsible for cleaning up after the show and patching holes in the walls. Leave the space nicer than you found it.
- Any art not picked up at the Art Lab will be held for 14 days. After 14 days the art becomes property of Art Lab.
- We require a credit card as a deposit for the key and to cover any damage. _____ (initial)
- **No Alcohol** may be served at the event without first obtaining a Liquor License through the proper channels at the City of Fort Collins.

Sales

- The Art Lab does not take a commission on your art sales.
- The artist must pay city and state sales tax on all art sold

Initial _____

Hold Harmless

Art Lab Fort Collins Gallery 239 Linden St., Fort Collins, Colorado 80524

-The artist is responsible for all artwork and Art Lab will not be held liable for any damages or theft of your work.

-The Art lab is insured against such incidents of theft or damage. Initial _____

Available Supplies

- 6 to 8 six-foot tables
- 50+ folding chairs
- Ladder
- Pedestals for art (6)
- Storage shelves
- Some table linens

PA system (*instruction required, please let us know if you'll be using the PA system at least 1 week in advance.*)

String lights (*do not take down without written permission*)

We'll need any promotional information you have for the event so we can add it to Art Lab website, if you'd like our help promoting it. Please send:

- JPEG image that will look good on the landing page of the Art Lab site. The size is 1300 pixels wide x 465 pixels high, 144 DPI.
- A paragraph describing your event - make sure to include any links to your websites, too. Please make sure to include all the important info like start and end time.
- If you have a poster or postcards to promote the event, please drop them off at Art Lab - you can hang the poster in the window.

Art Lab Fort Collins sets the guidelines to how the gallery is operated. Revisions may be made to this contract as needed by Art Lab Fort Collins.

This agreement shall be governed by the laws of the State of Colorado.

IN WITNESS WHEREOF, the parties hereto have signed this agreement as of the date first set forth above.

Please sign and date this form and send it back within 48 hours to the email provided or fax it to (970) 419-0070. Include a short description of your show and a photo that we can put up on our website.

We use a Lock Box to allow people access to the Art Lab space.
 In order to receive the lockbox combination, we must have a credit card on file as a deposit/collateral in case there are any damages to the space or misuse of access to the space. Include the credit card information either in this contract, or via email to: dawn@toolboxcreative.com or call Dawn at 970-556-8600.

Contract agreed to and signed by:

Date _____ Phone _____

Address _____

Email _____

Art Lab Fort Collins Gallery 239 Linden St., Fort Collins, Colorado 80524

Website _____

Dates of Exhibition _____

Credit Card Number _____ Exp. Date _____

Art Lab Fort Collins Representative: _____

The rules for using the space and other smart questions:

- Move out end of day Sunday (after 7pm), or the following morning.
- You may share the space with other visual artists and musicians and/or live performers. The more the merrier, right?
- Art Lab has a maximum occupancy of 49.
- Art and music SALES ARE PERMITTED. There is NO COMMISSION taken by Art Lab Fort Collins. If you sell it, you keep it (that's why we are asking you to "work" the space while your show is active).
- You CAN host a reception in the space, but **no alcoholic beverages are permitted without first obtaining a Liquor License through the proper channels at the City of Fort Collins.** Sounds boring, huh? Just get creative – who wouldn't love to attend an art opening that served milk shakes?
- Yes, we have a restroom.
- Yes, the space is insured.
- If you sell something, you are required to collect sales tax and pay City sales taxes.
- You CAN teach a class in the space. We have tables and chairs, and LOVE the idea of a hands-on learning experience. (Classes only require a one-day commitment).
- Clean up after yourself. There are garbage and recycling bins in the back alley, behind the Sushi restaurant.
- The Art Lab web site is a great opportunity to promote yourself, so please **send us a one or two paragraph description, photo, and links to your Facebook, Instagram or Web pages.** We'll do our part to promote YOUR Art Lab experience.

What's in it for you?

You get to use this space to showcase your talents. Fees are based on a sliding scale (and yes, volunteering can count as "payment"). You can apply to use the space more than once. In addition to the store front exposure in Old Town Fort Collins, you may display posters, hand out brochures, promote your web site, use the space to share your talent with the world. In return, we'll promote you on the Art Lab web site, and be there to cheer you on.

Marketing your show is your responsibility:

- Postcards with your images are inexpensive way to show your work, website, and locations where your art can be seen.

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- Gotprint.com is fast & inexpensive 500 postcards for as low as \$49.00 plus shipping
- Mailing postcards to about 10 homes or businesses a week with a stamp costs \$4.50. Also hand them to people you meet or leave them at coffee, or sandwich shops.
- Facebook is another inexpensive tool to show off your work. The computer is one of the best ways to get more eyes on your artwork.
- Advertising is effective or large companies wouldn't spend their money on it. Check with The Coloradoan to find out what their rates are.
- Press releases and story pitches to the local media outlets if strongly encouraged. Send press releases, including a photo of your work and a killer headline to Stacy Nick at the Coloradoan at least two weeks before your show: stacynick@coloradoan.com
- Add your exhibition to all local online line calendars and listings.
- Email blasts- make a poster using Word with a picture of your artwork, copy and paste on an email and send it to everyone in your address book with a note saying "check out my new artwork. Be the first to own it!"
- Word of mouth is the one of the easiest and cheapest ways to market your artwork. Invite people who you meet every day to the galleries that show your work. Don't forget about the bank tellers, postman, cashiers, your physicians, mechanics, ect. These people all have homes with walls that they hang some form of art on.
- Hang posters and send invitations. Posters cost as little as .75 each and you notice them when your out and so do others. If someone is drawn to your work they will come and see it.

Please list the equipment needed so we can make sure it is available!

_____ PA system
 _____ Tables how many _____
 _____ Chairs how many _____
 _____ Shelves
 _____ Coffee maker
 _____ Pedestals how many _____

_____ Cooler
 _____ Typewriter
 _____ Individual spot light fixtures
 _____ String lights
 _____ Area rug

Other _____

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