



1203 Missouri Blvd.  
Jefferson City, MO 65109  
573-635-8355  
artsadmin@capitalarts.org

## 2020 GALLERY AGREEMENT

-New agreement required for each exhibition.

-For drop-off / pick-up times please visit: [www.capitalarts.org/gallery/exhibitionschedule](http://www.capitalarts.org/gallery/exhibitionschedule)

1. **Entry fee to exhibit artwork with Capital Arts is \$5 per piece or 8 for \$30, per exhibition. These fees will be used for exhibition publicity and Gallery expenses. Small Works and Give the Gift of Art have discounted submission fees, please see the third page.**
2. Artwork must be original in design and execution, **appropriately framed and wired side to side** ready to display and suitable for business locales.
3. Submit at least two images that reflect the content and quality of your work. Photos or CD's may be submitted with a self-addressed stamped envelope for return. Preferably, you may e-mail JPEG images to [artsadmin@capitalarts.org](mailto:artsadmin@capitalarts.org). Capital Arts reserves the right to use all images exhibited in the Gallery and/or website for the purpose of marketing.
4. Capital Arts is a juried Gallery and reserves the right to reject any work. Artist will be notified by e-mail whether or not they have been accepted.
5. Artist assumes complete responsibility for insurance of artwork. Capital Arts nor the Jefferson City Parks and Recreation Department are responsible for lost, damaged or stolen artwork. All reasonable care will be given to artwork brought to Capital Arts Gallery. Works are submitted at the artist's risk.
6. CA will retain 25% commission on the sale to support the mission of Capital Arts with payments made to artist at the close of the show.
7. NO artwork will be accepted after deadline.
8. CA will do its best to display artwork in a complimentary fashion. We appreciate your suggestions but reserve the right to hang the exhibit as we see best. If artist is not satisfied they may remove their artwork. No refunds will be issued.

I have read and understand the above policy and agree to abide by it.

Name: \_\_\_\_\_ Exhibition Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Artist Signature:** \_\_\_\_\_

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

**Submit Gallery Agreement One Week Prior to Exhibition.**

Capital Arts reserves the rights to make changes to this agreement.  
Please sign, date and return copy – retain a copy for your records.

# EXHIBITION INVENTORY

ARTIST NAME: \_\_\_\_\_

EXHIBITION: \_\_\_\_\_

TITLE 1: \_\_\_\_\_ MEDIUM: \_\_\_\_\_

FRAMED SIZE (WXH): \_\_\_\_\_ SALE PRICE: \_\_\_\_\_

TITLE 2: \_\_\_\_\_ MEDIUM: \_\_\_\_\_

FRAMED SIZE (WXH): \_\_\_\_\_ SALE PRICE: \_\_\_\_\_

TITLE 3: \_\_\_\_\_ MEDIUM: \_\_\_\_\_

FRAMED SIZE (WXH): \_\_\_\_\_ SALE PRICE: \_\_\_\_\_

TITLE 4: \_\_\_\_\_ MEDIUM: \_\_\_\_\_

FRAMED SIZE (WXH): \_\_\_\_\_ SALE PRICE: \_\_\_\_\_

TITLE 5: \_\_\_\_\_ MEDIUM: \_\_\_\_\_

FRAMED SIZE (WXH): \_\_\_\_\_ SALE PRICE: \_\_\_\_\_

TITLE 6: \_\_\_\_\_ MEDIUM: \_\_\_\_\_

FRAMED SIZE (WXH): \_\_\_\_\_ SALE PRICE: \_\_\_\_\_

TITLE 7: \_\_\_\_\_ MEDIUM: \_\_\_\_\_

FRAMED SIZE (WXH): \_\_\_\_\_ SALE PRICE: \_\_\_\_\_

TITLE 8: \_\_\_\_\_ MEDIUM: \_\_\_\_\_

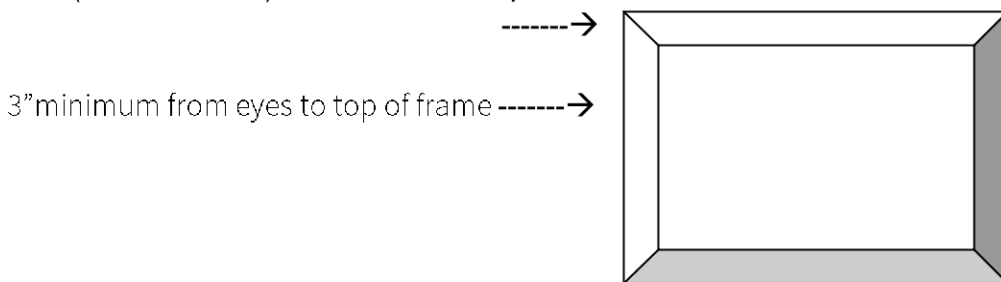
FRAMED SIZE (WXH): \_\_\_\_\_ SALE PRICE: \_\_\_\_\_

Please RETURN copy – retain a copy for your records.  
Please make check payable to Capital Arts

# EXAMPLES AND SIZES GUIDE FOR SMALL WORKS & GIVE THE GIFT OF ART EXHIBITIONS

The below are general rules of thumb. The gallery will look at work on a case-by-case basis to determine the most appropriate submission fee. Discounted submission fees are awarded to ensure that artists with pieces that are priced lower are not taken advantage of. Please feel free to submit more than eight pieces for these exhibitions. Simply attach additional inventory pages as needed.

Framed works of art that have at least 3" of hanging space above the cross wire on the back of the piece should be hung by our traditional hook and wire apparatus. These pieces will be accepted at the rate of 2 pieces/\$5. No limit (within reason!) on the number of pieces.



For palm-sized pieces and smaller that are too small to hang individually from a wire hook, we recommend hanging several mini's pinned inside an open front frame with a cardboard or foam board insert. Add an artist label listing the titles and prices of the pieces. Then hang the support frame in the usual way, with side-to-side wire on the back. The fee for this collection piece is \$5 when filled with 5 or fewer mini's. This is the 5 pieces/\$5 special.

For painted ornaments and other hand-held pieces, artists may Submit 10 pieces/\$5.

