



# FAI GALLERY

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

EDMOND FINE ARTS  
— INSTITUTE —  
Discover. Create. Perform.

This agreement is made between the Fine Arts Institute of Edmond (FAI) and \_\_\_\_\_ (artist) under the provisions listed below:

1. Artwork will be exhibited during the agreed upon month and year above. If the artist forgoes showing during the listed month, or the FAI faculty does not receive adequate communication verifying their show, they are not guaranteed a future show.
2. The artist agrees to provide an inventory list containing all item titles, medium, and prices at least one week prior to show installation in a spread sheet format. (FAI will create artwork labels upon request.) All pieces in show MUST be FOR SALE. If you plan to bring merchandise (anything other than original pieces or prints) please let us know in advance so we can make necessary arrangements.
3. Exhibitors are expected to select, hang, label and remove their own work on the agreed upon dates. Assistance may be provided by FAI personal depending on availability.
4. The artist agrees that their exhibit may be photographed and used for marketing and promotional purposes directly related to the exhibit. This includes FAI website, newsletter, Facebook and Instagram. The FAI agrees to promote the exhibit to the best of their ability; however, gallery success is largely determined by the artists personal involvement in marketing and self-promotion. Artists should plan to promote the show to their audience and assist FAI with images and content for promotional materials.
5. The FAI will retain 25% commission on all artwork sold. FAI staff will receive payment on all sales. Local sales tax of 8.25% will be collected and FAI is responsible for paying the Oklahoma Tax Commission. After all income is collected, the artist will be paid 75% of the agreed upon sales price.
6. Gallery openings are the first Thursday of the month 5:00-7:00 (5:00-8:00 during VIBES season) unless other arrangements have been requested. **Light refreshments are encouraged. All event expenses are the artist's responsibility.**
7. Reasonable care will be exercised by the FAI to protect items, however exhibited items are the responsibility of the artist and he/she assumes all risk of loss from damage, theft, or destruction of the items from any cause whatsoever.
8. FAI agrees to keep accurate accounting of transactions of consigned items. Such records are available to the artist with reasonable notice.

*\*Disclaimer\* FAI has all rights to remove, adjust or alter any components of the show. Artists should observe special restrictions and functionality of the building as an art institution. Artists planning to utilize any space and method other than the traditional wall space and hanging technique must get approval from FAI personal ideally one month prior to installation.*

**FAI is a nonprofit organization which relies on community support and donations. All exhibiting artists are strongly encouraged to participate in the 5x5 Art Show and Sale and VIBES.**

\_\_\_\_\_  
Artist

\_\_\_\_\_  
Date