



Providence Art Club

Contract for the 117th Annual Little Pictures Show & Sale 2021

Exhibition Season: 2021

Galleries: Maxwell Mays, Mary Castelnovo, and Dodge House Galleries

Exhibition Dates: November 7 – December 23, 2021

Specifications for Exhibiting

1. Work must be less than two years old. No works shown in previous *Little Pictures*, or *Members' Exhibitions* may be shown.
2. Artists must be in good financial standing with the Club from the date of the signed contract until the final day of the exhibition.
3. All works exhibited must be for sale.
4. All two-dimensional work must be properly prepared for installation. All two-dimensional works must be wired for hanging. Do not use sawtooth hangers. No print racks with unframed work are allowed.
5. All works must be priced at \$300 or less. **Artists cannot change prices during the exhibition.**
6. **Once artists have submitted their *Little Pictures* Entry Form, they cannot make changes to the information submitted.**
7. No work can exceed 16 inches in any direction including frame. This rule applies to three-dimensional works as well. No work can be heavier than 100lbs.
8. The gallery staff and Installation Committee reserve the right to omit work that is not properly presented.
9. **All work must be delivered during the specified *Little Pictures* delivery week.**
10. **All work must be checked in with gallery staff upon delivery.**

Artists cannot leave artwork at the delivery desk without speaking with gallery staff directly.

11. The Club commission on all sales is 25%. _____ **PLEASE INITIAL HERE**
12. All hand pulled prints, photographs, & digital artwork must be limited editions of 100 or less & must be clearly labeled accordingly.
13. All work must be original. The gallery staff will not accept works that utilize published photos, or giclee reproductions of artwork.
14. Please note that there will be no re-stocking of artwork during the Saturday Preview Reception. Only gallery staff will restock work.
15. Artists are allowed to deliver up to 12 pieces at once during the delivery week. Works should be numbered in order of how the artist wishes them to be hung.

Responsibilities of the Exhibiting Artist

1. Artists are welcome to email images of their work to the gallery for press.
2. The artist must deliver the completed, final, *Little Pictures* Entry Form(s) by **Friday, Oct. 15**. Changes to these forms are not allowed.

Services Provided by the Club

1. The Gallery Manager will mail press releases, handle sales, bill the buyers, produce gallery labels, produce booklets and signs, and be responsible for the monitoring of the gallery.
2. The exhibition will be installed by gallery staff and select volunteers. Artists are not allowed to be present during the installation. Gallery staff have final say on all aspects of installation. We strive to fairly rotate work each year. **Artists are not allowed to rearrange the layout of their work after it has been installed.**
3. Gallery staff will professionally manage all sales in the exhibition.
4. The Providence Art Club will provide select press, promotional, and advertising for the exhibition as a whole.

Insurance

The Providence Art Club will provide insurance while the works are in the gallery. The insurance covers fire and theft but not breakage. The insurance value is considered two-thirds of the sale price. Insurance coverage is only applicable during exhibition dates.

If you agree to the above specifications, please sign this contract and return it to the Art Club by **Friday, October 15, 2021**. Retain the artist's copy for your records. Failure to comply with these rules after having returned the contract will result in the removal of your work from the *Little Pictures* exhibition.

artist's signature: _____

date: _____

Artists: Please make a copy of this signed document for your records and deliver the original to the Art Club by October 15, 2021.