

Artists Agreement
Unitarian Universalist Congregation of Phoenix
4027 E. Lincoln Drive, Paradise Valley, AZ 85253
Phone: 602-840-8400 Email: sanctuaryteam@phoenixuu.org

The Sanctuary Team of the Unitarian Universalist Congregation of Phoenix (UUCP) welcomes you. We are pleased that you are participating in our art exhibit. The following guidelines and liability agreement should be helpful to you in preparing for installation of your artwork.

- 1) All works selected for exhibit will be displayed in the Sanctuary or Hall in spaces reserved for that purpose.
- 2) An art inventory should be completed before arrival and sent to the event chair as directed. It MUST be completed when the art is delivered to UUCP
Artists must provide the following information: Artist's Name, Title of work, Medium, Dimension, Sale price or NFS (See inventory form).
- 3) All work must be ready for installation. Any work over 600 square inches requiring protective covering must be covered in Plexiglas (NOT glass)
- 4) All works must remain on display until the termination of the show unless previously arranged with the Sanctuary Team. At the close of the show, the lender/artist agrees to remove the pieces on exhibit or arrange for their removal. Any object remaining in the Sanctuary for 30 days following the scheduled close of the show will be handled at the discretion of the Sanctuary Team.
- 5) Each object displayed will be exhibited in such manner as the Sanctuary Team decides. The Sanctuary Team reserves the right to select and/or reject works, bearing in mind that the Sanctuary is not a conventional gallery and the selected works must be appropriate for all congregational activities.
- 6) Sales of exhibited work will be handled by the Sanctuary Team, the office administrator or designee. Purchased artwork remains until the end of the show.
- 7) A 20% commission (payable to UUCP) will be deducted from the total sale price of each work that is sold (e.g. a \$100 sale will result in \$80 to the artist and \$20 to UUCP, Commission and Artist amounts on separate checks.). A sticker will be placed on the work indicating that the work has sold and the sale will be noted on the office inventory sheet.
- 8) Any object loaned (whether for exhibit or otherwise) will be returned to the lender or to an authorized agent or legal representative. In the case of the death of the lender, the legal representative of the deceased is requested to notify the Office Administrator.
9. Exhibits are open to the public during normal Congregation hours. Please call the UUCP office (602-840-8400) for detailed information.

LIABILITY AGREEMENT
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The artist assumes responsibility for his/her artwork and must understand and acknowledge the UUCP does not assume liability for loss, theft or physical damage to any type of artwork under any circumstance. While UUCP does its best to ensure the safety of all artwork, the artist will display and transport the artwork entirely at his/her own risk - regardless of any assistance that UUCP personnel or volunteers may provide.

The artist will receive a copy of the liability agreement signed by the artist. The UUCP office will retain the original.

I, the undersigned artist, declare that I have read the Artist's Agreement and accept the conditions for display of my artwork at the Unitarian Universalist Congregation of Phoenix. I hereby release the Congregation from any liability for loss, theft or physical damage to my artwork by any means whatsoever.

Signature of Artist _____ Date _____

Contact information of Artist:

Address

Preferred phone number _____

E-mail address _____

I hereby acknowledge receipt of this liability agreement signed by the above named artist on the date indicated.

UUCP Representative _____ Date _____