



South Cobb Arts Alliance Artist Agreement  
scaaorg@gmail.com 864-571-0597  
Exhibit Check-in /Check-out Form

Artist Name: \_\_\_\_\_  
Artist Name for Gallery Label: \_\_\_\_\_  
Business or Name for Sale Payment: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Public Exhibit Dates: \_\_\_\_\_ Delivery Date and Time: \_\_\_\_\_  
Reception Date/Member Meeting/Time: \_\_\_\_\_

The SCAA and the Artist agree as follows, including agreement to any additional text stated in the artist call posting:

1. SCAA shall act as the Artist's agent for the purpose of exhibiting the works listed below at an SCAA Exhibit location and selling the works at the prices listed. Artist shall not directly negotiate any sale or commission for this exhibit.
  2. A 25% SCAA commission and 6% sales tax apply to any work. Purchasers of the artwork items will be charged the item cost plus sales tax. A check minus the SCAA commission will be mailed to the Artist within 30 days after the close of the exhibition.
  3. Artist shall exhibit original art which shall be wired for installation with no saw tooth hangers, single nail clips, adhesive or clip frames. Any work inadequately wired or not ready for display will require SCAA to contact the artist to remedy same for final juried review or placement in the exhibit. Prior exhibit discussions may be required with some installations and 3D art.
  4. SCAA has the right to arrange and publicize the exhibition. Photos of the artists and their artwork may be taken for SCAA publicity and archiving, and also by the public. Copyright remains with the Artist.
  5. The Artist shall provide in advance, pertinent information as well as naming and pricing for labeling with the latter to be done in advance of the intake dates. Labels are put up when art is installed; only prices entered into the data system are listed. Installation usually occurs day of delivery.
  6. Unless sold during the exhibit, all work will remain in the gallery/exhibit space for the duration of the exhibit.
  7. The Artist's work must be delivered and picked up on prescribed agreed date unless prior arrangements are made with an SCAA volunteer representative. As locations are not owned or managed by SCAA, there is no storage at those locations. Work not retrieved within 7-14 business days shall become the property of SCAA, unless other arrangements are made and confirmed by SCAA.
  8. Most of the exhibit gallery venues are in public spaces. Although SCAA will make every effort to ensure that the artwork is safe and secure, the Artist is solely responsible for insuring against damages or theft. Neither SCAA nor the venue/venue owners or venue management are liable for damages or theft. The artist will be solely responsible for insuring the artwork.
  9. SCAA reserves the right to disqualify any work not suitably presented or that varies from the submitted image, or public display parameters.
  10. Artwork requirements include wiring; label with contact information, title and pricing to adhere/tape to back of artwork.
- Please contact SCAA volunteers at scaaorg@gmail.com, not the venue employees, for any questions or information.

Signature of Artist or Representative	Print Name of Representative	Date
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I reviewed \_\_\_\_\_ pieces of work listed in the Exhibit List and confirmed that they are correctly wired and labeled and ready for hanging; and \_\_\_\_\_ pieces of work listed in the Gift Shop / Market List and confirmed that they meet application requirements and specifications (if applicable). If any of the work is not accepted, indicated which piece and for what reason. \_\_\_\_\_

Signature of SCC Representative	Print Name	Date
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**=====Pick Up =====**

I am retrieving \_\_\_\_\_ pieces of work from the exhibit and \_\_\_\_\_ pieces from the Gift shop (if applicable).

Signature of Artist or Representative	Print Name of Representative	Date
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# Exhibit List

Please complete the **Exhibit List** for work to be displayed at the exhibit. If more space required, then complete and attach additional pages and indicate *Page \_\_\_ of \_\_\_*. Thank you.

	Art work Title	Medium	Size -Framed	Price	Sold?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					