

<b>Internal Only</b>	Show Month:
1 or 2 Artists:	Show Title:
Date Fee Paid:	Medium(s):

**ART LEAGUE OF LINCOLN  
SPOTLIGHT GALLERY EXHIBITION AGREEMENT**

**This Spotlight Gallery Exhibition Agreement (“Agreement”) is entered into between the Art League of Lincoln, a California nonprofit corporation (“ALL”), and the undersigned artist or artists (“Artist”).**

**1. PURPOSE**

The Spotlight Gallery exists to feature a solo artist or artist pairing for a dedicated month-long exhibition. The purpose of the exhibition is to elevate artist visibility, community engagement, and artwork sales.

**2. TERM AND SCHEDULE**

- a. Exhibitions run for one full calendar month.
- b. Artist must be a current member at the time of booking and remain in good standing through the duration of the exhibition.
- c. Opening, reception, installation, and removal dates are assigned by ALL. Artist agrees to adhere to all scheduled dates and deadlines.
- d. Shared Exhibits: (if Applicable)**
  - i. Artist(s) agree to comply with staff direction to ensure equitable use of the shared gallery and timely installation. ALL does not mediate artistic or interpersonal disputes between participating artists.

**3. EXHIBITION FEE - Fees are due in full at booking. Fees are non-refundable once confirmed.**

- a. \$150 for a solo artist. \$75 per artist for shared exhibits.

**4. SALES/COMMISSION/ARTIST PAYMENT**

- a. Artist receives 70% percent of each artwork sale. ALL retains 30% percent.
- b. ALL will process all sales and applicable sales tax. Sales payouts are issued after exhibit close and after artwork removal of space. Payment timing follows the gallery’s accounting cycle.

**5. ARTIST RESPONSIBILITIES**

- a. Submit required marketing images by deadline. (See exhibit “A”)
- b. Submit complete inventory sheet that lists all artwork for display by deadline. (See exhibit “A”)
- c. Provide wall tags for all artwork displayed on ALL template.
- d. Complete installation by deadline. (See exhibit “A”)
- e. Remove artwork and restore walls if required. (See exhibit “A”)
- f. Inventory is treated as final once submitted. Additions after deadline may be approved at ALL discretion. ALL may decline changes based on capacity of staff.
  - i. Approved additions after deadline are subject to a \$20 administrative fee for up to 20 additional SKUs.

**g. Shared Exhibit Accountability: (if applicable)**

- i. Each Artist is individually responsible for compliance.
- ii. One Artist may not represent another without written authorization.

**6. GALLERY RESPONSIBILITIES**

- a. Create SKUs and manage POS (point of sale) based of inventory sheet the Artist(s) submits.
- b. Include artist in monthly reception.
- c. Promote exhibit through standard channels.
- d. Provide reasonable care for artwork.

**7. OWNERSHIP AND COPYRIGHT**

- a. Ownership remains with Artist until sold.
- b. Artist grants ALL permission to use images for promotion.

**8. ACCESS**

- a. Installation and removal access must be coordinated with ALL staff.

**9. RELEASE REQUIREMENT**

- a. Artist must sign the Release of Liability.

**10. CANCELLATION**

- a. Artist cancellations forfeit the exhibition fee.
- b . ALL may cancel due to unforeseen circumstances and issue a refund.

**11. GOVERNING LAW**

- a. Governed by the laws of the State of California.

**ARTIST ACKNOWLEDGMENT**

**By signing below, Artist acknowledges understanding and agreement with all terms of this Agreement and agrees to comply with Exhibit A. incorporated by reference.**

Show Title:	Exhibit Dates:
Artist Name(s):	Artist Name(s):
Medium(s):	Medium(s):
Artist Signature:	Artist Signature:
Date:	Date:

**Art League of Lincoln (Representative) Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



580 Sixth Street  
Lincoln Ca 95648  
916-209-3499

## EXHIBIT A - SPOTLIGHT GALLERY EXHIBITION

This Exhibit A is incorporated by reference into the Art League of Lincoln Spotlight Gallery Exhibition Agreement (“Agreement”).

### 1. TERM AND SCHEDULE

- a. Assigned exhibition dates:
- b. Installation deadline:
- c. Removal of Artwork deadline:

### 2. ARTIST RESPONSIBILITIES

- a. Images of Exhibit Artwork submission deadline:
- b. Inventory submission deadline:
- c. Artwork must be display-ready.
- d. Wall tags on template provided.
- e. Artwork removed and walls restored (if applicable- holes patched and paint touched up)

### 3. RECEPTION CONTRIBUTION

- a. Artist contributions of Wine and Appetizers support the Art League of Lincoln as Non-Profit organization and is tax deductible.
- b. Artists are encouraged to contribute 1-2 bottles of wine and an appetizer suitable for approximately 15-20 people.

## ARTIST ACKNOWLEDGMENT

By signing below, Artist acknowledges receipt of this Exhibit A and agrees to comply with all referenced sections of the Agreement.

Show Title:	Exhibit Dates:
Artist Name(s):	Artist Name(s):
Address:	Address:
Phone number:	Phone number:
Artist Signature:	Artist Signature:
Date:	Date:

Art League of Lincoln (Representative) Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_