

ARTIST ATTIC: Holiday Show and Sale Contract

Contract Letter:

Please initial or check that you have read each item below. Completed contracts can be sent to marselle.harrison-miles@cobbcounty.org or submitted in person to The Art Place.

- Artists should submit three images with examples of their work to marselle.harrison-miles@cobbcounty.org.** Teachers and students at TAP are exempt.
- There is a \$20 vendor fee due with submission of the contract.** Fees paid by October 11 will be discounted at \$10. If the artist does not sell enough inventory to make back this fee, it will be refunded.
- The Art Place Mt. View retains 20% of sales; the Artist receives 80%.** The Art Place staff is responsible for all sales transactions. No artist or volunteer will be involved in the sales process. All sales checks will be made out to The Art Place Mt. View.
- We ask that one item, priced between \$10-\$25, be donated for sale to benefit MVAA.**
- The Artist must complete a Cobb County vendor application in order to be paid.** Vendor applications must be submitted with the contract.
- Artists must fill out a TAP inventory list.** The list should include artist's name, phone number, address, description, inventory number of each piece and price. All artists are limited to 30 items which can be expanded to 60 if there is room.
- Each piece must be labeled with the Artists name, title or number, price and inventory item numbers.** TAP staff will not accept artwork that is not completed in this manner.
- The Art Place-Mt. View reserves the right to remove any piece which is deemed not suitable as original work or that is not representational of artist's known work. Only art that has not been previously shown in our art gallery may be submitted. No prepackaged art kits will be taken.
- All work must be framed, matted or otherwise suitable for exhibition. Special display items, plate stands, jewelry cases or display stands, decorative baskets for cards and similar items are the responsibility of the artist and should be labeled with their name. No more than 10 framed pieces per artist may be displayed due to space. We will have bins available for prints and plastic wrapped originals. All items must be covered and labeled. *(Larger 2-D works may diminish number of works you can submit).*
- Artists are responsible for transporting work and check in and out with TAP staff.
- Cobb County carries no liability insurance; however every care will be taken to protect your work. Cobb County accepts no responsibility for the art submitted. The artist agrees to release the county & its employees from all liability.

Please sign to indicate that you have read and agree to comply with the guidelines and policies.	
_____ Artist's Signature	_____ Date
_____ TAP Representative Signature	_____ Date

Artist Information:
Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____
Email: _____
Type of work: _____

CONTRACTS, VENDOR APPLICATIONS, and INVENTORY Sheets will be available (vendor application is not necessary if artist has been paid as a Cobb County vendor in the past year).
October 11: Early Bird application submission ends.
October 22: Final date for contract and vendor application submission
***November 1-5:** Artist drop off
****November 7:** Annual SNEAK A PEEK OPENING & RECEPTION for Artists, MVAA Members & Special Guests Nov. 8 7-9pm.
November 8: Public opening, no reception
December 17: Final sale day
December 18-20: Inventory Pick Up. *Please make plans to deliver and pick up as scheduled or have someone drop off or pick up for you. *All work must be collected by Dec. 20.*