

# First Unitarian

## A Member Congregation of the Unitarian Universalist Association

Meeting In Albuquerque, Edgewood, Socorro and Carlsbad

3710 Carlisle NE, Albuquerque, NM 87110-1642

Email: [Firstunitarian@uuabq.org](mailto:Firstunitarian@uuabq.org) website: <http://www.uuabq.org>

Christine Robinson, Senior Minister Angela Herrera, Minister

It is agreed between the parties that the EXHIBITOR will provide works of art for an exhibition from \_\_\_\_\_ to \_\_\_\_\_ 20\_\_ with the following terms and conditions:

**EXHIBITOR**

**COMMITTEE MEMBER (SPONSOR)**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Social Security or Fed. Tax ID Number: \_\_\_\_\_

General: **COMMITTEE** makes decisions regarding the suitability of any work for display.

**INSTALLATION AND REMOVAL** The committee **CONTACT** (hereafter, **SPONSOR**) will meet the **EXHIBITOR** at the Church at 8:30 am on the Saturday immediately preceding the exhibit opening. It is the responsibility of **COMMITTEE** to design and hang the artwork. In the event there is not enough space to show all work, the **COMMITTEE** will determine what will be displayed. The **EXHIBITOR** will be notified to pick up any work it is unable to display after the exhibit is installed.

The exhibit opens the next day, Sunday, for the designated time period through the Friday before take down. All artwork must be removed by 9:30 am on \_\_\_\_\_. The **EXHIBITOR** is responsible for assigning another person to remove work if he/she is unable to do so at the appointed time. **SALES:** All sales during the Mercado and the exhibit will be handled by a **COMMITTEE** member. All payments will be made to the Unitarian Church. A thirty percent (30%) commission is charged by the Church. Seventy percent (70%) will be paid to the Exhibitor in about two weeks after the close of the exhibit. The Church is sales tax exempt. Gross receipt taxes are the responsibility of the **EXHIBITOR**. The Church prefers buyers to pay by check or cash; however, credit cards may be used and are payable in the Church Office. The Church requires a record of the **EXHIBITOR'S** Social Security or tax ID number to prepare a Form 1099. This action is required by the IRS in the event the **EXHIBITOR'S** 70% exceeds \$600. If no tax ID or Social Security number is provided within two months of exhibit closure, the **EXHIBITOR** forfeits all moneys and the church will retain the full amount. **PUBLICITY:** The Church will announce the exhibition in the Order of Service each Sunday and include the same information in the Church monthly newsletter to members. **DAMAGE OR LOSS:** All reasonable care will be taken to protect work on display; however, the Church or its agents are not responsible for any loss of, or damage to, any artwork. The **EXHIBITOR** shall sign and submit, at the exhibition installation, one copy of this contract (retaining one copy for the **EXHIBITOR'S** record) and an inventory list of works submitted.

**IN WITNESS THEREOF**, the parties have signed this agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

EXHIBITOR: \_\_\_\_\_ SPONSOR: \_\_\_\_\_