

**First Unitarian**  
A Unitarian Universalist Congregation 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>  
Angela Herrera, Senior 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**

**A&A COMMITTEE MEMBER (SPONSOR)**

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

General: **Arts & Aesthetics 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 art works. In the event there is not enough space to show all works, the COMMITTEE will determine what will be displayed. The EXHIBITOR will be notified to pick up any works 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 art work must be removed by 9:30 am on takedown Saturday. The EXHIBITOR is responsible to assign another person to remove work if unable to do so at the appointed time. **SALES:** All sales during the Mercado and the exhibit will be handled by the COMMITTEE and all payments will be made to the Unitarian Church. 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 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 exhibit 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: \_\_\_\_\_

Rev.08/14/17