

First Unitarian
A Unitarian Universalist Congregation Meeting
In Albuquerque, Edgewood, Socorro and Carlsbad

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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: _____ (Optional)

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. Buyers can pay by check, cash or credit cards. 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 IRS requires the Church to prepare a Form 1099 in the event the EXHIBITOR'S 70% exceeds \$600 during a calendar year. To prepare the Form 1099, the Church Office must have the artist's Social Security Number or Federal Tax ID Number before a check can be issued. **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. The EXHIBITOR is responsible for external publicity. **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: _____