

# SCHULMAN GALLERY



## LCCC 2022 FACULTY/ALUMNI ART EXHIBITION AGREEMENT

521 TRAILBLAZER DRIVE  
NANTICOKE, PENNSYLVANIA 18634  
570.740.0727

WWW.LUZERNE.EDU/SCHULMANGALLERY

RHUSTY@LUZERNE.EDU

ROBERT R. HUSTY, CURATOR

The following outlines the details, requirements,  
and agreements between the **Schulman Gallery** and

\_\_\_\_\_ (Artist's full name)

of

\_\_\_\_\_ (street)

\_\_\_\_\_ (city)

\_\_\_\_\_ (state)

\_\_\_\_\_ (zip)

who may be reached at

\_\_\_\_\_ (Artist's phone number)

heretofore referred to as "the Gallery" and "the Artist" respectively.

The Artist agrees to participate in the fine art exhibition: **LCCC 2022 Faculty/Alumni**, which runs from **Friday, January 28, 2022 to Friday, February 25, 2022**. The Artist's participation includes, but is not limited to, providing artwork created by the Artist to the Gallery for exhibition and, where applicable, sale. Additionally, the Artist is responsible for contributing to the distribution of promotional materials for the exhibition, participating in the advertisement and promotion of the exhibition through social media, websites, networking, print media, radio, and other press, if presented, and making appearances to support the exhibition. The opening reception will be held on **Friday, January 28, 2022** from **6:00 pm to 8:00 pm**. (Times may be amended based on additional activities during opening reception corresponding with exhibition) The Artist agrees to make every effort, within reason, to attend the full opening reception in order to promote their work, and meet with attendees and collectors.

### IN ORDER TO EXHIBIT IN THE GALLERY, THE ARTIST MUST FOLLOW THE SUBSEQUENT PROCEDURES:

1. Completed and signed Submission Form with digital images of all works the Artist intends to exhibit must be received by Curator by assigned date for review and approval by: **December 17, 2021**
  - a. These images may also be used for promotional materials and to establish final inventory.
2. Artwork must be clean and professional in appearance. Frames must be safe and sturdy. Sculpture must be safe and sturdy.
  - a. Any work that arrives dirty, scratched, in a broken, poorly assembled, or otherwise unstable frame, with chipped or broken glass or plexiglass, or in a state that is deemed unprofessional or unstable will not be accepted.
3. Artwork that is to be hung must be framed, unless the canvas is gallery wrapped and has secure stretchers and is neat and clean on all 4 edges.
  - a. Exceptions may be three-dimensional artwork.
4. Framed Artwork that is to be hung must be prepared to hang with proper picture **wire**. Wire should be stretched taut across back (when pulled, never stretching above the top of the frame) from eye hooks, omni hangers, d-hooks, or other professional metal framing devices.
  - a. **No other hanging device** (e.g. sawhooks, stretcher bars, etc.) **will be accepted**.
5. At the time of drop off, the Artist will provide an accurate, **numbered, itemized Inventory** of all works to Curator, which is to include the **title, size, medium, and price (NFS if not for sale-but list insured value)** of each work. A blank Inventory form has been provided for your convenience. Both the Artist and Curator will review and sign this list upon delivery and pick up to certify accountability and accuracy.
  - a. Failure to provide an itemized list will exclude the Artist from participating in the exhibit.
6. All artwork must have identification tags. Tags have been provided for your convenience. Tags will include the **Artist's name, phone number, and email, the artwork's title, medium, and price (NFS if not for sale)**. Most importantly, the tag will also have a number; **the work's tag number MUST correspond with the work's number on your itemized list**. If the work you are tagging is listed as #1 on your list, you must use the tag marked #1.
7. Once artwork has been dropped off and checked in to the Gallery by the Curator, the Artist must abstain from making further additions or adjustments to the artwork. The Gallery will remain closed from the time of drop off until the exhibition opening, if the Artist must, for any reason, access his or her work or works from the period of drop off through the duration of the exhibition, notification and permission of the Curator is required. This policy ensures the safety and integrity of all participants' works. Failure to comply with this policy may exclude Artist from future exhibitions.

8. **Artwork must stay displayed in the Gallery for the duration of the exhibit.** Pick up dates are provided for Artists to obtain their work. If your work was sold during the exhibition, the collector must wait until the completion of the exhibition to collect his/her new acquisition. Removing works, without Curator's approval, prior to close of the exhibition, is a violation of this agreement and may prohibit the Artist from exhibiting with the Gallery in the future.
9. Any artwork deemed unprofessional or inappropriate will not be accepted.
10. Signed parental/legal guardian consent documentation is required for submissions of photographic images of minors to be displayed.
11. The Artist hereby grants Luzerne County Community College the non-exclusive right to use the copyrighted artwork submitted by the Artist (the "Artwork") as part of the Faculty & Alumni Art Show. The Artist certifies that the Artist is the sole holder of all rights concerning the Artwork and that no third party holds a copyright interest in same. The Artist also certifies that the license granted to Luzerne County Community College will not violate any laws or the rights of any third parties.
12. The Artist hereby agrees to release and hold harmless Luzerne County Community College, and its affiliates, subsidiaries, associates, employees, officers, and directors ("Releasee") from any and all suits, causes of action or claims of any kind whatsoever, including but not limited to all rights and claims for property damage which may be made against the Releasee for injuries or damages pertaining to the Artwork or submission thereof.

**DROP OFF AND PICK UP PROCEDURES:**

All artwork is to be **dropped off** at **The Schulman Gallery** located on the second floor of the campus center on the campus of Luzerne County Community College, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 18634. Artwork will be accepted on

**Tuesday, January 11, 2022 between 9:00 am and 3:00 pm**

or:

**Saturday, January 15, 2022 between 9:00 am and 11:00 am. Work will not be accepted after the designated times.**

All artwork is to be **picked up** at **The Schulman Gallery** located on the second floor of the campus center on the campus of Luzerne County Community College, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 18634. The Artist **MUST** pick up their work on:

**Saturday, February 26, 2022 between 9:00am and 11:00am**

or:

**Tuesday, March 01, 2022 between 9:00am and 3:00pm.**

The Schulman Gallery and Luzerne County Community College are not responsible for loss or damage to work not picked up at the designated times. The Artist will have 30 days after the close of the exhibition to make arrangement to pick up his or her work based on the availability of the Gallery Curator. **After 30 days, works not picked up will be considered abandoned and forfeited to the Gallery.**

**SALES AND DONATIONS:**

If a patron is interested in the purchase of your work, a Gallery representative will put you in direct contact with him/her. The Schulman Gallery is a non-profit organization; as such it cannot directly manage your sales. The Gallery will provide facilities, a contact point, and other services to assist your transaction. However, all sales must be handled by the Artist. **All sales, during exhibition, will require a 20% donation payable to the LCCC Foundation. The Artist is responsible to see that this donation is made within 30 days of the close of the exhibit.** This donation helps ensure the Schulman Gallery may continue to provide exhibits like this and other cultural and community events in the future. Please notify Curator of all sales immediately so that inventory can be updated and sold works can be marked appropriately within the Gallery.

The Gallery reserves the right to reproduce artwork for publicity and Gallery branding purposes. Additionally, the Artist agrees to allow the Gallery access to any existing photography of the artwork for the purpose of promotion, advertisement, or sale of that artwork while the artwork is in the possession of the Gallery. The Artist also agrees to be photographed for promotional use associated with this exhibition and the Gallery.

The Gallery is not responsible for work damaged by mechanical failure due to inadequate wiring or framing. The Gallery reserves the right to refuse to hang work that is not within Gallery standards.

The Artist agrees with the conditions outlined above.

Name of Artist: (please print) \_\_\_\_\_

Signature of Artist \_\_\_\_\_ Date: \_\_\_\_\_

LCCC 2022 Faculty/Alumni Art Exhibition

Artist's Work Inventory

Artist:

Website:

Email:

Phone #:

INDICATE WHETHER YOU ARE FACULTY OR AN ALUMNUS: \_\_\_\_\_

#	Title	Medium	For Sale? Y or N	Price/ Insurance	In	Sold/ Name & Contact Info	Out
1							
2							
3							

Checking In and Out sections are for Gallery use only.

Amendments: \_\_\_\_\_

Artwork has been satisfactorily checked in and is fully accounted for.

Signature of Artist \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Curator \_\_\_\_\_ Date: \_\_\_\_\_

Artwork has been satisfactorily checked out and is fully accounted for.

Signature of Artist \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Curator \_\_\_\_\_ Date: \_\_\_\_\_

**SCHULMAN**  
GALLERY



#1

Faculty/Alumni  
Exhibition  
Artwork Identification  
Tag

Artist: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Work Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Price/Insurance  
value: \_\_\_\_\_

**SCHULMAN**  
GALLERY



#2

Faculty/Alumni  
Exhibition  
Artwork Identification  
Tag

Artist: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Work Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Price/Insurance  
value: \_\_\_\_\_

**SCHULMAN**  
GALLERY



#3

Faculty/Alumni  
Exhibition  
Artwork Identification  
Tag

Artist: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Work Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Price/Insurance  
value: \_\_\_\_\_