



IFCC GALLERY EXHIBITION GUIDELINES

CONTRACT: A letter of confirmation to exhibitor (artist) is not binding without a signed Exhibition Agreement Form. Failure to remit a signed Exhibition Agreement form within **90** day of issuance, allows IFCC to pursue alternative exhibition opportunities. **Cancellation** by either party must be given in writing within 90 days of the exhibition dates.

INVENTORY: The exhibitor must submit a completed IFCC Inventory/Insurance Form no later than **6 weeks prior to the installation** of the exhibit. Photo documentation is recommended. The Creative Director must approve any inventory changes. Revisions will not be made 8 weeks prior to the installation.

CONTENT: The IFCC has the right to exclude any artwork that does not support the mission of the organization.

IDENTIFICATION LABELS: For Group shows each artwork must be identified by the artist's name, title of work, year, medium, price. **Label information must be sent to IFCC Artists Services Associate in preferably an Excel format either as an email attachment or on a disc 10 weeks prior to exhibit load in.** Please include labels for every piece of artwork. You may eliminate pieces and labels during load in. **Labels will not be created after load in.**

DELIVERY OF ARTWORK: The Exhibitor is responsible for transportation of the Artwork to and from the IFCC. IFCC is not responsible for storing artwork beyond the agreed load out date. If the exhibitor can not be present for the delivery the exhibitor will deliver all artwork under the following conditions:

- 1) Packaged in boxes or containers with a packing list and a completed condition report form;
- 2) All shipping costs to and from IFCC is the responsibility of the artist.
- 3) Delivery date will be scheduled **6 weeks prior** to the exhibition/installation date.

CONDITION OF ARTWORK: All artwork must be ready for professional presentation: properly matted, framed, or finished and with hanging apparatus affixed. Sculpture must be affixed to a base and freestanding. A condition report is to accompany all artwork presented. Work with any surface marks or structural weakness can be rejected. If upon inspection damage is found the artist will be contacted to determine what actions will be taken. Artists are responsible for costs of repairs prior to installation and no action will be taken until written document from the artist is received giving IFCC authorization to proceed. This documentation can be faxed to our office at 503-823-2061. A condition report will be remitted to the exhibitor after dismantling.

INSTALLATION: The exhibitor is responsible for the installation of the exhibit on the date and time specified in the IFCC Exhibition Agreement. The IFCC will provide picture hooks (maximum 50 lbs.) for 2-D work. All works without proper hanging apparatus will be omitted. Pedestals for 3-D artwork are available in limited supply. Exhibitor must supply additional bases as needed. Special installation requirements must be discussed with the Creative Director in advance and all special apparatuses provided by the artist.

PRICE RANGE: \$100.00 - \$5,000.00 preferred.

SALES, COMMISSIONS & ARTIST'S PAYMENT: The IFCC shall receive a **40%** commission on the sales of all exhibited artwork. Additional materials may be sold with IFCC approval such as prints and postcards. IFCC shall receive 10% commission on those sales under \$50. Additional materials must be inventoried by the Artists and IFCC must receive a copy of this list prior to installation. All cash, checks and charges will be made payable to the IFCC. Payment to the artist/exhibitor will be made in full within 30 days of the last exhibition date. Sales that occur through the IFCC after the exhibition will be processed according to the terms of this contract.

CONTRACT SALES: Contract terms are allowed under the following terms: 1) **40 % non-refundable down payment** payable to IFCC; 2) the balance must be paid in **90 days**; 3) If cancelled, 20% of funds will be retained as compensation to IFCC for services rendered and 20% payable as compensation to the artist; 4) Any amount collected beyond the 40% will be refunded to the buyer; 5) The artwork will be stored by IFCC and transferred to the buyer upon full payment. 6) Payment to the artist will be processed within the terms of the sale or upon full payment.

CONSIGNMENT SALES: On the approval of the IFCC Creative Director, past exhibitors are invited to consign works of art for sale. The works will be displayed in the dance studio or the display case. Artist must complete a Consignment Form. Sales will be processed according to the above terms, unless indicated differently.

INSURANCE: The IFCC will provide insurance coverage for those items exhibited and identified by title, description and insurance value on the IFCC Inventory & Insurance Form. Items not for sale must have an insurance value. An item whose value exceeds \$10,000.00 must be valued in writing by a recognized art appraiser other than the owner-lender and approved by both the Managing and Creative Director. **\$60,000.00** maximum insurance coverage is allowed per exhibit. The IFCC Inventory & Insurance Form must be submitted to the IFCC 12 weeks prior to the installation of the exhibit.

SECURITY: During hours of public access IFCC staff or volunteers will monitor the Gallery. Theatre Production companies may be given access to the Gallery for their audiences at intermission with the approval of the IFCC. At all other hours, the building will remain locked and monitored by Sonitrol Pacific.

DAMAGE: An IFCC Damage Report may be submitted by the exhibitor or IFCC staff for damages that may have occurred to artwork on display for exhibition. Upon verification by the Gallery Director, the exhibitor may submit an invoice for the repair or replacement of the object. Upon approval of the Executive Director, a check request will be submitted for reimbursement to the exhibitor. IFCC will not be responsible for damages caused by 1) any person employed by the exhibitor during the installation or dismantling, or during transport to or from the IFCC; or 2) damage sustained by natural disasters, i.e., earthquake, flood, or storm, etc; or acts of man beyond the control of IFCC, i.e., vehicular damage to the building, or act of terrorism. A Damage Report cannot be submitted after the date of dismantling.

PUBLIC ACCESS: The IFCC will provide public access during gallery hours: During First Thursday or Last Thursday Events until 7:30 PM; Tuesday through Friday from 11:00 AM until 6:00 PM; Saturdays from 12:00 PM to 4:00 PM. Theatre Companies may request access during scheduled theatre performances with the approval of the IFCC. The IFCC observes the following holidays and will be closed for one or more days depending upon the day of the week: Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas and New Years Day.

OPENING RECEPTION: The IFCC will host an opening reception in the IFCC dance studio and galleries on the **First or Last Thursday** of each month from **5:00 to 7:30 PM** (exceptions: July 4th, Thanksgiving, Christmas, Labor Day & New Years Day). The IFCC will provide a non-alcoholic beverage and light snacks within a \$150.00 budget, plus tables, cups, napkins, utensils, tablecloths, flowers and guest book for the opening reception. The exhibitor has the option to provide music, additional beverages or foods with notification.

INVITATIONS: The IFCC will oversee the design, production and distribution of minimum **1000 color postcards** promoting the IFCC gallery and all IFCC programming. This card will list upcoming events for the entire building for every two month period. Artist's events will be listed but artwork will be included at the discretion of the designer and the IFCC Creative Director.

- Exhibitor must provide a digital version of two pieces to be featured in the exhibit: artist name, title of artwork, year, medium & size, **10 weeks** prior to the opening exhibition date. Failure will result in omission of an image.
- IFCC will mail postcards bulk rate to IFCC's mailing list (minimum 500) and retain at least 100 postcards for on-site distribution and archive.
- 100 postcards minimum are available for each gallery exhibitor or group's distribution. Address labels must be provided to the IFCC **6 weeks** prior to the exhibition date for inclusion with IFCC Bulk Mail.
- Option for the printing of additional cards (500 minimum) can be requested at the artists' expense.

WEBSITE: The IFCC will maintain an active website with the artist's exhibit and events listed. An image will be included and the artist may provide additional biographical material or quotes for inclusion. Exhibit and event hours will be included on IFCC web based calendar. Project description and digital photo must be delivered 3 weeks prior to event for guaranteed inclusion on the website. You may deliver your additional materials (artist statement, bio etc...) at this time in place of the project description. Additional materials will be used to update the site.

PUBLICITY MATERIALS: The exhibitor will deliver to the IFCC **10 weeks** prior to the exhibition opening:

- Artist's resume, biography and statement and, if applicable, organizational information
- Specification of media, artistic style, subject matter and content of work.
- Title of Exhibition agreed upon by artist and IFCC Creative Director.
- Two or more professional quality images (color/black & white prints or slides) for publication and promotional purposes of the exhibition and gallery. Jpeg or tiff images accepted. 300 dpi preferred.
- Images must be of artwork to be displayed, and identified by artist, title, medium, size & year.

The IFCC will act as media coordinator, disseminating press releases and photos to the Portland-area media. Independent promotional efforts can be made by the artist/exhibitor in coordination with IFCC.

RELEASE WAIVER: The exhibitor hereby grants to the IFCC permission to use documents, video recordings, CDs and/or photographs of the exhibitor(s) for scholarly and educational purposes as the IFCC shall determine, including literary publication, video and CD ROM production, grant applications and publicity, for the purposes of the gallery program, subject to any special conditions submitted in writing by the exhibitor. All video recordings, notes, photographs and documents created or assembled will become property of IFCC, and shall be made available for use by researchers and members of the public. The artist shall retain rights over the individual artworks themselves.

DISMANTLING: The exhibitor is responsible for dismantling the exhibition and returning the gallery to its pre-existing state on the date and time specified in the IFCC Exhibition Agreement. The exhibitor will remove or have made arrangements to ship at their expense all exhibited artworks from the IFCC premises on the designated date.

ARTICLES LEFT ON PREMISES: The IFCC will not be held responsible for any articles left on the IFCC premises following the dismantle date. Any artwork left on the IFCC premises for more than seven days beyond the dismantle date will be considered a tax-deductible donation to the IFCC.

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IFCC PERMANENT COLLECTION: *The IFCC Gallery maintains a permanent art collection that showcases the talent and diversity of its former exhibitors. Each exhibitor is invited to donate a work of art to the IFCC Collection. Any such donation is tax-deductible as allowed by law. The IFCC Collection in part or in its entirety may be entered into future fundraising projects, i.e. rentals or auctions. The artists will be notified if their work is acquired into another collection. Thank You.*

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