Faces of Mercy

**Artist Agreement with CIVA|Christians in the Visual Arts**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the **Artist|Owner** and **CIVA**, a non-profit organization which is tax exempt under IRS 501 (c) 3, make this agreement.

**REPRODUCTION OF ARTWORK**

I understand that by entering this traveling exhibition, my digital images may be used by CIVA in the promotion of the exhibition. I agree to appoint CIVA as my non-exclusive agent for use of reproductions of my original art works in promotion and marketing of the CIVA Traveling Exhibition in the United States and in the world. I agree to allow CIVA to make, or arrange to be made, reproductions of the art provided. Reproductions of the art may be used by CIVA or any of its venues for the purpose of advertising and promoting the traveling exhibition or for inclusion in a program, brochure, or catalog to accompany the exhibition.

**COPY AND LICENSING**

I pledge that I have full authority to enter into this Agreement. I understand that CIVA will only acquire the rights specified in this Agreement and that I will remain the owner of the art. To the best of my knowledge, my art work does not infringe on the copyright or trademark of a third party. I also agree to assume all responsibility for any and all claims resulting from false or inaccurate representations made in this Agreement.

**FEES**

I understand that my art will be in the ***Faces of Mercy***Traveling Exhibition, that CIVA will receive a rental and administration fee from the exhibition sponsors, and that I am not entitled to any portion of such rental and administration fees. I may receive recognition as a participating artist in the exhibition catalog and in any promotion of the exhibition in which my work will be exhibited. My work may be exhibited by private or public venues.

**AVAILABILITY OF WORK**

I understand that, after signing this Agreement, my art selected to be included in the ***Faces of Mercy***Traveling Exhibition may not be withdrawn from the exhibit while the exhibit is traveling.

**SALE OF ART**

Any work sold will be arranged between the buyer and the artist, and payments will be arranged between the two parties. In exchange for the service provided by CIVA of showcasing, promoting, and touring the artists’ work, CIVA requests 25% of the sale of any art from the show.

**ARTIST’S RESPONSIBILITIES**

I agree to provide CIVA with (1) an artist statement, (2) a short biography (background, awards, accomplishments, current work, etc), and (3) a description of my selected art including any additional educational or exhibition records of that art which might be relevant to the exhibition.

I agree to supply CIVA with written instructions for handling, shipping, and installation of my art and will include such instructions inside the cartons in which my art is shipped to the exhibition organizer.

I understand that if my work, upon arrival to the organizer, does not meet the expectations of the jurors, it may be returned and not included in the exhibition.

I understand that if my digital images are not of sufficient quality as judged by the CIVA show organizer, my work may not be accepted for promotions in the Traveling Exhibition.

I understand that my art must be suitably framed and ready for exhibition installation, and of sufficiently durable materials to be shipped without damage to the exhibition sites. No glass will be accepted in the framing, only plexiglass.

I understand that I may not make changes in the art as it appears in the digital images that I have submitted, the title of the art, or the retail selling price, after it has been selected for exhibition.

I understand that my digital images of art work in the traveling exhibition will be copied and that CIVA will place a copy these images in its archive. By admission into this exhibit, I agree that images of my work may be used by CIVA to promote the exhibit.

I agree to give CIVA an insurance value for my art work in the event that the art work is not for sale.

**CIVA’S RESPONSIBILITY**

CIVA shall notify me of the exhibition period at least thirty (30) days prior to the time the art needs to be received at the preparation site. CIVA shall notify me of jurying, shipping, and other deadlines relating to the exhibition.

CIVA shall provide written information to me regarding the proper packing, shipping, and handling of my art.

CIVA shall use its discretion in negotiating with potential exhibition sponsors and will schedule all venues for the exhibition in order to promote the goals and purposes of Christians in the Visual Arts.

CIVA may terminate this Agreement at any time without written notice to my last known address or without any effort to contact me, In any event, CIVA may terminate this Agreement with thirty (30) days’ notice to me.

CIVA will provide insurance, up to a $5,000 limit, on the work in the traveling show while the artwork is in transit. The artist will be responsible for any insurance beyond this amount.

CIVA will require each host venue to have insurance on each work in the Traveling Exhibition while in its possession. The venue’s insurance will be the primary insurance during this time.

**LOSS OR DAMAGE TO THE ART**

I will not hold CIVA responsible for any loss or damage to my art. I do not give anyone permission to clean, restore, or repair my art without my consent.

**INDIVIDUAL ARTIST’S SHIPPING LIST**

The following is a list of art works which I will be sending for inclusion in the ***[exhibit name]***Traveling Exhibit (add lines for additional works):

Title of Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medium:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retail Price/Value:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medium:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retail Price/Value:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Title of Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medium:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retail Price/Value:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Artist|Owner**

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CIVA Exhibit Organizer**

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE SEND THIS COMPLETED FORM TO:

**Kate Austin, kaustin@civa.org**

**849 East Washington Avenue, Suite 212, Madison, WI 53703**