THE COLLEGE OF
WOOSTER

FOR OFFICE USE ONLY:
_____Entered into GroupWise
_____Contract To Applicant
_____ Contract Received by COW
_____Approved by Department
_____Copy to Facilities Scheduling
_____ Reception/Opening? (Yes or No)
_____ Completed Financial Obligation

LOWRY CENTER ART WALL
EXHIBITS CONTRACT

This is to formalize the agreement between Lowry Center and _____to exhibit art in Lowry Center, The College of Wooster, 1189 Beall Avenue, Wooster, OH 44691.

Name of artist/owner: _____

Address:_____

E-Mail/Telephone: _____

Dates of Exhibit: From _____ to _____.

Date and time of hanging exhibit: _____ Time: _____

Date and time of dismantling exhibit: _____ Time: _____(prior to noon)

Title of exhibit: _____

Kind of exhibit: _____

Total number of pieces: _____ Total value of exhibit: _____.

Number of items for sale: _____ Number of items NOT for sale: _____.

SALES OF ITEMS WILL BE HANDLED BY THE COLLEGE OF WOOSTER WHICH WILL RETAIN A 20% COMMISSION OF TOTAL GROSS SALES TOTAL.
ACCORDING TO THE STATE OF OHIO, THE COLLEGE OF WOOSTER IS ALSO RESPONSIBLE FOR COLLECTING SALES TAXES AT THE RATE OF 6.25%. IN ORDER TO DO SO, PRICES OF DISPLAYED ART WILL INCLUDE ALL APPLICABLE TAXES AND WILL BE DEDUCTED FROM THE TOTAL PRIOR TO THE CHECK BEING ISSUED TO THE ARTIST.

Artist is requested to submit a list of pieces, values, and prices prior to hanging of exhibit. Please be sure to hang exhibit using all four sections of the Lowry Center Art Wall area. Please do not leave any sections empty. Artist is requested to submit any biography materials, photographs, articles, requests for special equipment, etc., ten days prior to the art exhibit that will assist in effectively publicizing the exhibit and to post as part of the exhibit. All special needs and reservations for openings or receptions MUST be made through the Facilities Scheduling Office in Lowry at scheduling@wooster.edu or by calling 330-263-2570 at least thirty (30) days in advance.

Exhibitor's Signature: _____ Date: _____

College of Wooster, Lowry Art Wall: Julie Christopher, 330-263-2062,jchristopher@wooster.edu

Please complete, sign, date, and return original immediately. Please keep a copy of this document for future reference and as confirmation of your reservation for the Lowry Center Art Wall. Thank you!

Updated June 2008