

## Full Circle: Community Group Exhibition

### CONTRACT BETWEEN

**WKP Kennedy Gallery**  
150 Main Street East, North Bay, Ontario P1B 1A8  
(705) 474-1944 ext. 227  
(Hereinafter referred to as the “GALLERY”)

&

### ARTIST INFORMATION

**Name:** \_\_\_\_\_

**Email (E-Transfer Compatible):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

(Hereinafter referred to as the “ARTIST”)

### Key Dates:

- **Registration Period:** Open until Aug 30th, 2025
- **Completed Artwork Drop-off:** August 26th- 30th, 2025 (12:00 PM–4:00 PM)
- **Opening Reception:** September 12th, 2025 (6-9pm)
- **Exhibition Dates:** September 12th- October 25th, 2025
- **Deinstallation/Artwork Pick-up:** October 28th- 31st (12:00 PM–4:00 PM)

150 Main St E - North Bay, Ontario P1B 1A8 - [www.capitolcentre.org](http://www.capitolcentre.org) - 705-474-4747 · 1-888-834-4747

# Terms and Conditions

## 1. Submission Requirements

- Artists may submit **1 to 3** circular pieces.
- Works of **any size** and **any surface** are welcome—canvas, panel, wood, ceramic, textile, paper, or other innovative materials.
- Both **2D and 3D sculptural** pieces are accepted.
- Artwork must have hanging mechanism install and ready to hang
- If submitting multiple pieces, please **avoid diptychs or triptychs**, as we cannot guarantee your works will be displayed together.
- Artwork must be round- No other shape will be accepted.
- The **ARTIST** must submit completed work by the deadline stated above. Any collaborative work must be disclosed and approved by the **GALLERY**.

## 2. Pricing and Sales

- The **ARTIST** is responsible for setting the price of their artwork.
- The **GALLERY** will apply a **20% commission** on all sales conducted through the gallery.
- The **ARTIST** or any third parties are not permitted to sell the artwork independently while it is on display.
- All exhibition-related sales will be processed by the **GALLERY**, with commission deducted.
- **ARTIST** payments will be proceed two weeks after the end of the exhibition via e-transfer and/or cheque

## 3. Delivery and Installation

- The **ARTIST** is responsible for delivering their artwork to the **GALLERY** during the designated drop-off period.
- All artworks must be **ready to hang/display**. Works that are not properly prepared will not be exhibited.
- Any special installation instructions must be provided upon drop-off.

## 4. Exhibition Period

- The **ARTIST** agrees to have their artwork on display for the entire duration of the exhibition.
- The **GALLERY** will provide an attendant for all gallery viewings and reserves the right to adjust gallery hours as necessary.

## 5. Labeling and Documentation

- The **ARTIST** must provide label information for their submitted artwork upon artwork drop off.
- The **GALLERY** will produce all exhibition labels based on the provided information.

## 6. Promotion and Marketing

- The **GALLERY** is responsible for promoting the exhibition.
- The **ARTIST** grants permission for their artwork to be photographed and used in marketing and promotional materials.
- The **ARTIST** is encourage to promote the exhibitions while on view wiht the social media content provided by the gallery.

## 7. Insurance and Liability

- The **GALLERY** assumes responsibility for the safekeeping and conservation of the artworks while in its possession.
- If any artwork is damaged while under the **GALLERY**'s care, the following steps will be taken:
  - The **ARTIST** will be notified immediately.
  - The **GALLERY** and **ARTIST** will discuss next steps for repair or compensation.
  - Compensation will be based on the **ARTIST**'s stated market value for the work.
  - If restoration is not feasible, the artwork will be considered a **total loss**, and compensation will be determined accordingly.

## 8. Artwork Pick-Up

- The **ARTIST** is responsible for retrieving any unsold artwork during the scheduled pick-up period.
- Any artwork not collected within **30 days** of the pick-up deadline will be considered abandoned, and the **GALLERY** reserves the right to dispose of it at its discretion.

## 9. Contract and Termination

- The terms outlined in this contract must be adhered to by both parties. Any deviations require written agreement from both the **ARTIST** and the **GALLERY**.
- This contract may only be terminated by mutual written agreement or in cases of **force majeure**, where obligations cannot be fulfilled due to unforeseen circumstances.

## Agreement

By signing below, both parties confirm they have read, understood, and agree to abide by the terms and conditions outlined in this contract.

### ARTIST

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### GALLERY

**Jennifer Allison-** Director/Curator, WKP Kennedy Gallery



**Signature:** \_\_\_\_\_

**Date:** May 27th, 2025

