



## Seacoast Artists Association

130 Water Street  
Exeter, NH 03833  
603-778-8856  
seacoartist.org

### Memorandum of Understanding for Exhibitors

This is a memo of understanding between the Seacoast Artist Association (SAA) Gallery and its Exhibitors. Signing it as an exhibitor is your commitment to abide by the following agreements, which are essential to the effective management of this all-volunteer Gallery.

#### As an exhibiting artist, I agree to...

1. Pay the full amount of the fee for my gallery space.
2. Tend the gallery on a proportional basis. Usual commitment is 7 hours per month, 3 ½ hours for level 3 ( new members only)
3. Allow SAA to retain a commission of 25% of the net sales price of my artwork for SAA administrative purposes. (Please see Gallery Policies)
4. Know how to process a credit card payment. Manage the cash box and door locks as expected to ensure security of the gallery. Make an appointment with the Gallery Manager to learn these procedures if you are new to the gallery.
5. Greet visitors pleasantly, ask if they have questions, ask how they heard of us, and ask them to sign our Visitor's Book.
6. Find a replacement if I cannot tend the gallery during my scheduled time and make the change on the schedule in the gallery, in person, or by phone. All calendar changes must be followed up with a notification to the Gallery Calendar Coordinator.
7. Change the "We're Open/Closed" sign accordingly. Place the SAA sandwich sign in its designated position and collect the sign at the end of the day.
8. Attend an orientation session with the Gallery Manager if I am new to the gallery.
9. Be responsible for the insurance of my art work, recognizing that the Gallery is not liable for loss or damage.
10. While tending the gallery, handle such tasks as collecting mail, vacuuming, answering phone messages, etc...
11. Call next day's Gallery Tenders
12. If artwork is sold during my gallery shift, call the artist for a replacement exhibit.

13. In case of gallery sitting delinquency:

- a. It is the Gallery Time Coordinator and Assistant Gallery Manager's responsibility to be aware of delinquent gallery members who fail to meet their obligation, and to take appropriate action to rectify the situation.
- b. The delinquent gallery member will be brought to the Board's attention. The Gallery Manager and Assistant Gallery Manager will be involved in the notification process.
- c. The course of action will be as follows.

An email or phone call will be sent to the delinquent gallery member, informing him or her to pick up their artwork. The next person on the waiting list will be notified by the Gallery Manager or Assistant Gallery manager informing them that there will be a space open for display of their work.

The Board has decided there will be no refund to a delinquent gallery member who has not met his or her obligation to gallery sit.

It is the Board's decision that communication between the delinquent member and the Gallery will be handled by the Gallery Manager and the Assistant Gallery Manager in a timely fashion. The delinquent gallery member will then be given an opportunity to schedule additional gallery sitting time to make up their delinquency and rectify the situation.

**The Seacoast Artists Association agrees to...**

1. Provide a suitable space for hanging artwork and a pleasant atmosphere for visitors.
2. Pay the rent and gallery expenses promptly.
3. Ensure that artists receive their portion of sales proceeds by the end of the following month.
4. Keep financial records and manage all payments to vendors and suppliers.
5. Provide a gallery manager for the coordination and administration of the gallery.
6. Maintain all administrative files including desk guide with calendar, member lists, newsletters, and other files.
7. Provide all necessary office supplies and pricing tags for artwork.
8. Provide an in-state phone line and answering machine for communication with the public and between artists
9. Provide space for classes which have been approved by the SAA Board.
10. Publicize SAA activities.
11. Negotiate with the landlord about heat, repairs, and other amenities.

12. Provide signage so that visitors can locate us.
13. Provide an orientation session for all incoming artists.
14. Rotate artwork on regular basis
15. Keep artists informed of activities through e-mail and newsletter.

**Please review, complete, sign, and deliver this form to the Gallery**

Gallery Manager  
**Seacoast Artists Association Gallery**  
130 Water Street  
Exeter, NH 03833

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

I have read, understand, and agree to the terms of the SAA Gallery Memorandum of Understanding for Exhibitors and intend to continue exhibiting in the SAA Gallery.

Agreed to by:

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

*Signature*

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

Gallery Manager: \_\_\_\_\_

*Signature*

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