

CAHA ART GALLERY

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Terlaje Professional Building, 1st Floor, Hagatna

EXHIBITION REQUEST NO. _____

(Fiscal Yr-numerical order)

Date: _____

Artist/Organization: _____ SS#/TIN# _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell No. _____

Email Address: _____

Type of Exhibit: _____

Requested Date for Exhibition (specify month/year): _____

Opening Reception (**only on Fridays with option during regular working hours or evening**):

[] YES [] NO

Specify Date & Time: _____

Remarks: _____

FOR OFFICIAL USE (BELOW)

Comments: _____ Date Received: _____

Exhibit Date: _____ () Approved () Disapproved

KAHA Executive Director

CHECKLIST

Upon Submission

Upon Review/Approval

- [] Exhibition Request Form
- [] Portfolio of samples of work
- [] Liability Clause Form
- [] Resume / Bio

- [] Notification of Acceptance or Rejection
- [] Gallery Exhibit Fee

RULES AND REGULATIONS

1. Interested artists must submit a portfolio of not less than ten (10) samples of their work with application for exhibit approval. The portfolio must be picked up no later than two (2) weeks after notification of acceptance or rejection. The Gallery will assume no responsibility for any loss, damage, or theft respective to these items.
2. Portfolios will be reviewed by the Executive Director as to the degree of professionalism respective to exhibition standards of the Gallery. All artists will be notified in writing of their acceptance or rejection. This notification will be mailed no later than two (2) weeks after the required submission. This letter will include the scheduled date of the show and will be considered binding after the artist has made a deposit of \$100 due upon notification of exhibit approval. **(Please note that this amount is non refundable)**
3. A brief resume of the artist should accompany the application form and all subsequent application thereafter should include updated information.
4. The artists should state their choice of exhibition. Upon submission of request, exhibitor will be notified to confirm the dates specified. However, the Gallery reserves the right to reschedule exhibitions as it may see fit.
5. All artists assigned a time slot for exhibition in the Gallery are obligated to meet that commitment with the exclusion of extenuating circumstances (e.g. death in the family or illness, etc.). An artist's exhibition canceled for any reason(s) may reapply for next year's consideration.
6. Cancellation of an exhibit must be in writing to CAHA one (1) month prior to the time slot assigned.
7. All work submitted by the artist must be clearly identified with a descriptive tag to include price of artwork whether or not it's for sale. Extra wall (display panels) space requirements other than existing configuration will be at the expense of exhibiting artist. Artist is allowed to collaborate with other artists to exhibit.
8. Artist may request a second exhibit within a calendar year provided space is available.
9. All artwork in an exhibit must remain in the Gallery for the duration of the exhibit.
10. Any special event planned in conjunction with an exhibition, must be approved by the Director.
11. Artist is responsible for transporting artwork to and from Gallery.
12. Artist must coordinate preparation of exhibit with Gallery Coordinator.
13. All artwork unclaimed for more than 7 days after the close of an exhibit will be considered as abandoned and will become the property of the Gallery.
14. All procedures stipulated shall apply to all special events, exhibition of private collections, etc.
15. The Gallery Coordinator may notify the media for publicity of upcoming exhibit and the exhibitor shall release Guam CAHA from all liability.
16. It is the responsibility of the exhibitor to insure all artwork if they deem necessary.

USE OF GALLERY SPACE

1. All exhibit displayed within the Gallery must be supervised by the Gallery Coordinator.
2. All artwork must be presented in a professional manner. Opening reception for exhibit must take place only on Fridays with an option during regular working hours or evening. Any change in reception date must be approved by CAHA. Artwork will be displayed based on the exhibit scheduled provided by CAHA and taken down at 12:00 noon on the last day.
3. Gallery opening reception is the sole responsibility of the artist as well as its expense.
4. Artist must pick up all artwork by the close of business (4:30pm) on the last day of their exhibition. The Gallery is not responsible for storage of artwork thereafter, (see Liability Clause).
5. Any violation of the governing rules and regulations of exhibition shall constitute grounds to prohibit future artist's exhibit.

COMMISSION

1. All artwork to be exhibited must be listed and priced whether or not it is for sale.
2. All money received from the sale of exhibited work shall be subject to commission of 20% by the Gallery. All payments will be made to the Guam Council on the Arts and Humanities Agency, which will then be disbursed to the exhibiting artist minus the Gallery commission. All sales will be conducted by the Gallery at the price listed by the artist.
3. Any payments due to artist will be issued the following month after exhibit.
4. It is a requirement by Revenue & Taxation that Form 1099 be issued on Sales exceeding \$600 within a calendar year. For this reason, Guam CAHA must obtain a social security number or an Employer Identification Number (EIN) / Tax Identification Number (TIN).

LIABILITY CLAUSE

I, _____ do hereby release the Guam Council on the Arts and Humanities Agency from any and all liability for my artwork while on exhibit at the CAHA Art Gallery. It is further understood that I will not hold the Guam Council, its staff, associates, members and additional personnel for any loss, damage, fire, theft, or act of God, of artwork displayed during the exhibit. **I also understand that any of my artwork left in the Gallery for over seven (7) days after the close of my exhibit, shall automatically become the property of Guam Council on the Arts and Humanities Agency to dispose of as it deems proper or otherwise.** I hereby waive my rights on matters of disposition of the Artwork by said Gallery. A request must be submitted for arrangements regarding storage to be approved by the Director. I also understand that the Gallery will not be responsible for advertising or promoting the exhibit and that I must bear any and all expenses required thereof. I further understand that the Gallery will only be responsible for seeking public announcements for said exhibit.

Furthermore, be it understood, that I have read and understand, all the rules and regulations governing said procedures and policy of exhibition and the implied stipulations of this release form and will abide by such. Notwithstanding, non-compliance with the rules and regulations, stated and implied, may and can cause my exhibit to be canceled.

Artist Name (Print)

Artist Signature

Date