

Artist Guide:

City of Roseville Lobby

Part of the Art at Work Program



405 Vernon Street, Suite 100
Roseville, CA 95678
(916) 783-4117
www.bluelinearts.org

Lobby



(Wall A) 12' 6 1/2" w x 10' h



(Wall B) 13' 2" w x 10' h



405 Vernon Street, Suite 100
Roseville, CA 95678
(916) 783-4117
www.bluelinearts.org

AGREEMENT TO EXHIBIT ARTWORK
City of Roseville Lobby in partnership with Blue Line Arts

PURPOSE

- A. The City of Roseville Lobby display areas are utilized to showcase works of art in order to support and promote emerging artists in the local or regional area and to provide an enhanced aesthetic environment to the Roseville community.

CONSIGNMENT TERM

- A. _____ (hereinafter "Artist") has agreed to exhibit the artwork identified in the inventory list, below, at the City of Roseville Lobby. The artwork identified in the inventory list may be displayed at the City of Roseville Lobby from _____, 20____ through _____, 20____.

PRESENTATION OF THE ARTWORK

- A. All artwork must be display ready (framed or mounted in finished form) with a wire along the back.
- B. Artwork will be hung using the gallery system, as pictured below:



Note: The "Classic Hook" is present at the City of Roseville Lobby and holds up to 25 lbs. each.

- C. Label templates will be provided (please see example below); prices may be displayed, along with Artist name, title of artwork and medium. Labels must be printed on white cardstock and affixed to the building walls using removable putty.

Name: _____
Title: _____
Medium: _____
Price: _____
<i>If you are interested in purchasing this artwork, please contact Blue Line Arts at (916) 783-4117 or at info@bluelinearts.org</i>



DELIVERY OF ARTWORK

- A. When unloading artwork, Artist must pull into the loading area in front of the City of Roseville Lobby. Artist must not drive up to the doors of the City of Roseville Lobby at any time. **Initial here:** _____
- B. Artist will deliver artworks to the City of Roseville Lobby on _____(date) at _____(time).
- C. Artist will have the assistance of a volunteer, as provided by Blue Line Arts, in the placement and hanging of artworks for a designated amount of time. After that time, the volunteer must leave and Artist will be responsible for hanging the remainder of the artwork.

REMOVAL OF ARTWORK

- A. Artist is responsible for removal of all artworks on _____(date) at _____(time). Artist must meet with a representative from Blue Line Arts on the date of removal to sign out all artworks. **Initial here:** _____

LOSS OR DAMAGE

- A. Artist is solely responsible for any loss or damage to artworks incurred during transportation to, delivery to, and removal from the City of Roseville Lobby. Artist understands and agrees that staff and volunteers from the City of Roseville Lobby and Blue Line Arts are not responsible for loss or damage of artworks at any time during the dates of consignment. **Initial here:** _____

PROMOTION

- A. Blue Line Arts will take the following steps to promote Artist's exhibition at the City of Roseville Lobby:
 - I. Blue Line Arts will include information about Artist's exhibition in e-blasts, to be distributed to Blue Line Arts members
 - II. Artist will be invited to attend an art reception during the time of their exhibition at the City of Roseville Lobby
- B. Artist is not permitted to hang posters, biographies, or artist statements within the City of Roseville Lobby without consulting and receiving permission from a Blue Line Arts representative. **Initial here:** _____

SALES TRANSACTIONS

- A. All sales transactions of artwork, if any, including, but not limited to, the collection of sales tax, shall be referred to and handled by a representative from Blue Line Arts.
- B. If Artist sells any artwork during the time of their exhibition, a check from Blue Line Arts will be sent within 30 days of the close of their exhibition.

COMMISSION

- A. Blue Line Arts will be entitled to a commission rate of 25% of the sales price on sales of works consigned to the City of Roseville Lobby during the consignment term. Artist is entitled to 75% of the sales price on sales of works consigned to the City of Roseville Lobby during the consignment term.

INSURANCE

- A. Artist agrees to furnish insurance for the artwork identified in the inventory list above, if desired by Artist. Artist understands that neither the City of Roseville, nor Blue Line Arts carries a specific policy of insurance to cover works of art nor other property such as that identified for exhibition. Artist further understands and agrees that, although precautions will be taken to protect these works, Artist will not hold the City of Roseville or Blue Line Arts, their officials, employees, agents, contractors, insurers and/or volunteers responsible for damage, loss or theft of exhibited work.



PHOTOGRAPHY RELEASE

- A. Artist hereby grants the City of Roseville employees and Blue Line Arts the right to photograph or otherwise record the works of art or other property in any medium for the sole purposes of promotional advertising or education.

POLICIES

Please initial next to each statement.

- A. _____ A Blue Line Arts representative must meet with Artist on the day of installation to review the contract and answer any questions that may arise.
- B. _____ If Artist would like to make any changes to their artwork after it has been installed, a Blue Line Arts representative must accompany Artist to the Lobby.
- C. _____ If, for any reason, the Artist needs to remove any or all of their artwork, the Artist must receive verbal or written confirmation from a Blue Line Arts representative before taking action.
- D. _____ The Lobby is a government building; the Artist must not tamper with the lighting or any other structures within the building during the time of their exhibition.
- E. _____ If any issues arise, the Artist is to inform and receive confirmation a Blue Line Arts representative before taking action.
- F. _____ Artists are required to use decorum when interacting with City employees, meaning treating them with respect and following proper protocol if any issues arise.

CONSEQUENCES

- A. Inability to adhere to the aforementioned policies will result in the removal of art from the City of Roseville Lobby. Additionally, Artist may be responsible for partial or full reimbursement to the City of Roseville for any damages incurred from tampering with display equipment (i.e. hooks, wires, lighting, wall, etc.) and or/other City of Roseville Lobby facility features.



ARTIST INFORMATION

- A. Artist name: _____
- B. E-mail: _____
- C. Phone: _____
- D. Address: _____
City: _____ State: _____ Zip: _____
- E. SSN (Required to complete sales of artwork): _____
- F. Artist Website: _____

By signing below, Blue Line Arts, the City of Roseville, and Artist intend to be bound by this agreement.

Signature of Blue Line Arts Representative Date

Signature of Artist Date

UPON REMOVAL OF ARTWORK FROM CITY OF ROSEVILLE CIVIC CENTER

Artwork Returned: _____, 20____.

Artist Signature: _____

Blue Line Arts Representative Initials: _____



Title	Size	Medium	Price



405 Vernon Street, Suite 100
Roseville, CA 95678
(916) 783-4117
www.bluelinearts.org