



loudoun arts council

Arts in Offices

ENTRY FORM

Name _____
(as you would like it to appear in press materials)

Address _____

City _____ State _____ Zip _____

Telephone (Day) _____ (Eve) _____

Email _____ Checked regularly? Yes__ No__

FAX _____ Call first to engage fax? Yes __No__

Media : _____

Are you currently an LAC member? Yes ____ No ____ (Please note that while LAC membership is not a requirement to be considered for the program, it is a requirement to participate. Membership fee is \$35 per calendar year. Checks should be made payable to *Loudoun Arts Council*.)

Artist Agreement

THIS AGREEMENT, entered into this _____ day of _____, 200 ____, is by and between the *Loudoun Arts Council*, hereinafter referred to as "LAC", and _____, hereinafter referred to as "ARTIST".

The TERMS AND CONDITIONS of the AGREEMENT are as follows:

1. ARTIST shall be a member in good standing of LAC and shall maintain such membership throughout the term of this AGREEMENT.
 2. The term of this AGREEMENT will be twelve months. ARTIST may terminate this agreement following any three-month exhibition period by providing written notice of intent to terminate to the LAC at least 30 days prior to the end of any such three month exhibition period.
 3. LAC shall assign and coordinate exhibition locations, and will notify ARTIST about the schedule for the display of ARTIST'S work. Work will be on display for three months at any given exhibition location and may be subject to rotation to additional exhibition locations.
- (continued on next page)

4. LAC shall endeavor to provide sufficient exhibition locations to keep ARTIST'S work on display throughout the term of this AGREEMENT, but LAC does not guarantee that sufficient exhibition locations will be available throughout the term of this AGREEMENT to keep the work on continual display.
5. ARTIST will provide a typewritten list designating title, medium, artist's name and contact number, and selling price for each work of art. Such list shall be available at the exhibition location for interested parties to consult. ARTIST will replace art that is sold and removed while on exhibit. ARTIST will be responsible for handling sales of ARTIST'S work, and neither LAC, nor the business/owner of the exhibition location will be entitled to a commission for any sales that the ARTIST makes.
6. ARTIST will assume full responsibility for any loss or damage to any and all pieces of ARTIST'S work that may occur as a result of participating in the exhibits. ARTIST acknowledges that no insurance is being provided by LAC or the business/owner of the exhibition location and that any responsibility for insuring the ARTIST'S work rests with the ARTIST. ARTIST hereby waives any liability on the part of LAC for any loss or damage to ARTIST'S work.
7. ARTIST shall be responsible for hanging ARTIST'S work and for removing it. ARTIST must utilize hanging systems provided at exhibition locations.
8. LAC shall publicize the exhibit through press releases to the news media, through its newsletter *Arts Advance* and on its website: www.loudounarts.org. Independently placed stories must be pre-approved by LAC and identify LAC ("sponsored by") in articles and photo captions.
9. LAC will provide a sign to be hung with each exhibit, crediting LAC as exhibit sponsor.

AGREED

Artist Signature

Date

Artist Printed Name

For the *Loudoun Arts Council*

Date

Please mail your photos, 2 copies of your bio, SASE, and entry form to:

Loudoun Arts Council
Arts in Offices Program
P.O. Box 4270
Leesburg, VA 20177

**Questions? Please call the LAC office at 703-777-7838.
We look forward to receiving your submission!**



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SAMPLES OF ARTWORK

ARTIST NAME _____

Clearly mark photos to correspond with this list. Thank you.

PLEASE NOTE: PHOTOS WILL NOT BE RETURNED

PHOTO #1 Title _____ Medium _____

Image Dimensions _____ Year Completed _____ Sales Price _____

PHOTO #2 Title _____ Medium _____

Image Dimensions _____ Year Completed _____ Sales Price _____

PHOTO #3 Title _____ Medium _____

Image Dimensions _____ Year Completed _____ Sales Price _____

PHOTO #4 Title _____ Medium _____

Image Dimensions _____ Year Completed _____ Sales Price _____

PHOTO #5 Title _____ Medium _____

Image Dimensions _____ Year Completed _____ Sales Price _____

PHOTO #6 Title _____ Medium _____

Image Dimensions _____ Year Completed _____ Sales Price _____

PHOTO #7 Title _____ Medium _____

Image Dimensions _____ Year Completed _____ Sales Price _____

PHOTO #8 Title _____ Medium _____

Image Dimensions _____ Year Completed _____ Sales Price _____