



# National Association of Women Artists, Inc.

80 Fifth Avenue, Suite 1405, NYC, NY 10011 [www.thenawa.org](http://www.thenawa.org) – office@thenawa.org

## N.A.W.A. Gallery Exhibition Contract

Name of Artist or group: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Website: \_\_\_\_\_

Title of Show: \_\_\_\_\_

\_\_\_\_\_ Solo \_\_\_\_\_ 2 person \_\_\_\_\_ 3 person \_\_\_\_\_ Group

Dates: \_\_\_\_\_ Reception Date: \_\_\_\_\_

This Agreement is between, NATIONAL ASSOCIATION OF WOMEN ARTISTS, INC. (hereinafter referred to as N.A.W.A.) and the above mentioned Artist upon the terms and conditions set forth herein. This Agreement represents the entire understanding between N.A.W.A. and the Artist and may not be changed in any manner unless signed writing and signed by both the Artist and an officer of N.A.W.A.

### EXHIBITION REQUIREMENTS

- Show participant is responsible for work to be delivered to gallery in proper condition, framed and wired in a professional manner.
- Artist should take into consideration that the gallery door opening is 33”w x 84”h.
- Shipping and packing materials are the responsibility of the artist.
- The Artist is responsible for any heavy or unusual handling and installation of work. If the Artist is not present at time of delivery to uncrate, or is not available to install a difficult body of work, the Artist must hire technicians to perform the duties deemed above and beyond the capabilities of the N.A.W.A. Gallery Committee.
- Installation hardware is provided and pedestals are available. Please check with N.A.W.A. for sizes of available pedestals and for a site map.
- Sales are conducted directly between N.A.W.A. and buyer. N.A.W.A. retains a 30% commission on all sales.
- Invitation must be approved by N.A.W.A. Gallery committee.
- If N.A.W.A. creates the invitation, the fee will be \$100.00.

## ADVERTISING

- N.A.W.A. may advertise the show in Art Times, NYC Gallery Guide and many online art sites.
- Artist must provide a press release to N.A.W.A. for release to New York City media. Out of area publicity may be contacted by the Artist. (Graphic and production help is available).
- Artist must submit two jpgs: 300 ppi, no larger than 1000 pixels in any direction.
- Artist is responsible for creating and printing postcards and any other graphic materials subject to approval of N.A.W.A. Gallery Chair.
- N.A.W.A. will email invitations to members, place on Constant Contact and on N.A.W.A. website and Facebook.
- Any other advertising costs are the responsibility of the Artist.
- Artist is responsible for all reception costs.

**Fee for N.A.W.A. members: \$800.00 for 4 weeks**  
**Fee for non-members: \$1,000.00 for 4 weeks**  
**(Payment due with return of signed agreement)**

I/we accept full responsibility for any and all damage, loss, theft and/or any other casualty to my/our work.

I/we hereby waive any and all claims against N.A.W.A., its members, employees, officers, directors and committee personnel, Nevertheless,

I/we agree that the fair market value for any work of art exhibited shall be the greater of any insurance coverage that I/we maintain for the piece on a scheduled basis or the sum of Five (\$5.00) Dollars.

I/we agree to indemnify and hold N.A.W.A. its members, employees, officers, directors and committee personnel harmless from any loss in connection with this Exhibition.

I/we the undersigned, hereby declare my/our intention to submit work to the N.A.W.A. Gallery on the dates stated above.

I have read, understand and agree to abide by the requirements outlined in this agreement:

Artist/responsible agent of group: \_\_\_\_\_

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