



BRING THIS FORM IN WITH YOUR ARTWORK

THIS IS AN EXHIBITION CONTRACT, made and entered into on (date below), by and between **The Exchange / Rafi and Klee Studios** and **Name below** (hereinafter called the Lender).

Date (required)	
Name (required)	
Email (required)	
Lender Address (required)	
Lender Phone	
ARTWORK 1 NAME & PRICE (required)	
ARTWORK 1 NAME & PRICE (required)	

- I have Paid Submission Fee Online
- I have filled out description and Information For The Art On Online Application
- I have read and agree to all general conditions (required)

SIGN THE FORM ON PAGE 3. FILL OUT TAGS ON PAGE 4 AND ATTACH TO YOUR ARTWORK FOR DROP OFF



Exhibition Theme

“Imagination” celebrates the boundless capacity of the human mind to dream, invent, and visualize the unseen. We are looking for pieces that come from your imagination, and the “what if.” From vivid daydreams to abstract thought-scapes, this show is a tribute to the raw power of creative invention.

Key Dates & Deadlines

- Submission Deadline: May 16th
- Acceptance & Contract Email: By May 18th
- Art Drop-off: May 20th | 5:00 PM – 8:00 PM
- Opening Reception: May 27th | 6:00 PM – 8:00 PM
- Show Dates: May 27th – June 16th
- Art Pick-up: June 17th | 5:00 PM – 8:00 PM

Exhibition Details

- **Application/Exhibition Fee:** \$12.00
- **Commission:** 20% of sales will go toward the venue host
- **Rafi & Klee/ Exchange Contact:** Rafi Perez - info@rafiandklee.com

General Conditions

1. Care, Preservation, and Exhibition: The Organizers will provide the object(s) lent with the same care and security as they do for their own property. Rafi and Klee Studios retains the right to determine the duration, placement, and lighting of all exhibited works.

2. Transportation and Packing: The Lender certifies the artwork is in condition to withstand ordinary strains of handling. Art must be delivered to the 1st Floor of The Exchange during the designated Art Drop-off window. The Lender is responsible for all transportation costs.

3. Insurance and Liability (Hold Harmless): The Exchange and Rafi and Klee Studios shall be held harmless from any and all liability regarding objects lent. **It is the sole responsibility of the Lender to provide their own insurance coverage for all works.** This agreement constitutes a formal release to indemnify and hold harmless the Organizers from any liability for damage, loss, or theft.



4. Reproduction and Credit: Unless otherwise notified in writing, the Organizers may photograph, livestream, or reproduce the object for publicity purposes. Proper credit will be given to the Artist/Lender.

5. Installation Requirements: All 2D artwork **must be ready to hang** with a secure wire hanger. The Organizers reserve the right to refuse any work that is not properly wired or is deemed structurally unsound.

6. Return of Work and Abandoned Property: All loans must be reclaimed during the Art Pick-up window. Work not reclaimed within 60 days after the close of the exhibition shall be considered legally abandoned. The Lender authorizes the Organizers to dispose of abandoned property without further notice.

7. Sale of Work: If a work is sold, the Organizers shall pay the Lender the selling price minus the **20% commission fee**. All sales are final.

8. Agreement: This agreement constitutes the entire understanding of the parties.

Lender Signature: _____ **Date:** _____

Gallery Representative: _____ **Date:** _____

FILL OUT THIS FORM AND BRING IT WITH YOU FOR DROP OFF. FILL OUT THE TAGS ON THE NEXT PAGE AND ATTACH TO YOUR ART.

Art Drop-off: March 18th | 5:00 PM – 8:00 PM

AT THE EXCHANGE - 100 Seneca St 1st Floor, Oil City, PA 16301

If you are unavailable during drop off contact us at info@rafiandklee.com to arrange a drop off.



PRICING YOUR ARTWORK

WRITE THE INFORMATION FOR YOUR ARTWORK BELOW AND CUT AND ATTACH TO THE
ARTWORK. THIS IS REQUIRED FOR SALE PURPOSES



Item 1 Title: _____ Date: _____
Medium/Materials: _____
Dimensions (HxWxD): _____ Retail Value (or NFS): _____



Item 2 Title: _____ Date: _____
Medium/Materials: _____
Dimensions (HxWxD): _____ Retail Value (or NFS): _____