

SAY ART STUDIOS
THE GALLERY AT 119
119 EAST SAINT LOUIS STREET
PACIFIC MISSOURI
314-325-6160 / SAY@SAYARTSTUDIOS.COM

ORIGINAL ARTWORK / PRINTS / MERCHANDISE AGREEMENT

Artist Name: _____

Please circle YES or NO:

- **Original Artwork / Prints / Merchandise (OA/P/M) must be labeled with contact information for the ARTIST; name, phone number, home address, email address, website/social media contacts. Is each piece labeled with artist's contact info? YES OR NO**
- **(OA/P/M) must be labeled with information for the ART; title / description, outer size, medium, price / nfs. Is each piece labeled with artwork info? YES or NO**
- **(OA/P/M) for gallery wall must be framed well and be wired to hang safely. No sawtooth hangers allowed. Is each hanging piece properly wired to hang? YES or NO**
- **(OA/P/M) for tabletop display (not framed) must be protected, preferably mounted/matted on acid free foam board within clear sleeve. Sculpture must be securely held together, safe to install and ready to view. Is each tabletop piece ready for display? YES OR NO**
- **NOTE:** _____

ORIGINAL ARTWORK / PRINTS / MERCHANDISE AGREEMENT

- **(OA/P/M) must be approved by Say Art Studios (SAS) before displayed in the gallery or anywhere on the premises. SAS reserves the right to turn away any accepted submission if it does not meet gallery requirements at Art Drop.**
- **(OA/P/M) dropped by artist for the gallery walls or other display at SAS is not the responsibility of SAS. Artists dropping work are encouraged to have insurance coverage for their business / artwork displayed.**
- **(OA/P/M) for the gallery walls or tabletop display may be used in promotional materials for SAS. Information regarding artist biography, artist statement, and artist's photo image may be used in promoting the accepted artist and their original artwork, prints or merchandise.**
- **NOTE:** _____
- **Initial** _____

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(OA/P/M) SALES AND GALLERY FEES AGREEMENT

Artist Name: _____

Say Art Studios handles sales from the gallery. SAS will process the transaction and release of gallery piece (OA/P/M) to buying client. This includes promotion to sell the work as well as wrapping the work properly for client ease while in transit with the piece. Wrap fees could apply. Shipping is decided on an individual basis.

Say Art Studios will pay artist in full from (OA/P/M) sales minus agreed upon wrap fees / commission within 30 days of that gallery exhibition's end date via PayPal or written check from Bake The Studio LLC.

All (AO/P/M) displayed at Say Art Studios are subject to fees per show. All fees are discussed fully between the artist and SAS. Fees and Commissions are posted on SayArtStudios.com

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- Hang Fee \$ _____ / \$ _____ / \$ _____ Longest Side in inches: _____

 - Tabletop Fee \$ _____ How many feet of tabletop? _____
 - Wrap Fee \$ _____ Instructions: _____
 - Flat Rate Wall Space Fee \$ _____
How many feet of gallery wall? _____
 - Commission is 30% at time of sale from artist chosen sale price.
 - Buying client pays Pacific Missouri sales tax at time of sale. SAS is responsible for reporting sales tax for artwork sold at 119 East Saint Louis Street. Artist understands that they are not an employee of Say Art Studios and is responsible for reporting all income tax.

Artist's Name (print): _____

Artist's Signature: _____ Date: _____

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GALLERY VIEWING

- Please advertise for Say Art Studios The Gallery at 119. Encourage friends, family and clients to come view and shop the artwork on display during our posted open hours on SayArtStudios.com.
- During the run of the exhibition you are invited, and encouraged to invite others to the opening gallery event. You are also welcomed to schedule a private viewing for family, friends and clients by appointment or to visit the gallery
- When scheduling appointments please give the gallery as much notice as possible. The gallery does not have a staff, and is owner operated. If you are having a true gallery viewing emergency, please reach out. As a small business we will try to accommodate most requests made for viewing.

ARTWORK PICKUP

EXHIBITION END: _____

- **Attention Artists:** It is the responsibility of the artist to schedule a time to pickup any artwork not sold. Please contact the gallery to schedule (OA/P/M) pickup by appointment within one week of the exhibition end.
- Some exhibitions will have a closing gallery event. IF the exhibition has a closing event (OA/P/M) may be picked up during the last hour of the closing event.
Exhibition Closing Gallery Event Date & Time:

- SAS will not hang / display (OA/P/M) for an artist beyond the exhibition end date stated in this agreement. This policy is to be fair to other exhibiting artists who also paid for gallery space and scheduled their pickup at the appropriate time. The gallery event space is changed out often and storage of artwork is not available.
- SAS will try multiple times to contact an artist who has not scheduled a pickup date and time. SAS will be flexible with pickup. If repeated attempts at pickup of (OA/P/M) fail and results end with SAS needing to find storage, (OA/P/M) will be donated to Kaleidoscope Consignment & Boutique.

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PRIVATE INFORMATION

Name:

Address:

Email:

Phone:

NOTE: Private information such as legal name, address, email and phone number will not be shared with the public unless by your written request.

PUBLIC INFORMATION

Which NAME do you prefer the gallery use when advertising for you?

Which Website / Social Media do you prefer the gallery use when advertising for you?:

Tell Us Something About Yourself: If you would like us to have any additional information about yourself to share, please email us. Artist Bio / Statements emailed or submitted on Jotform will be used during the duration of the exhibition.

NOTE: Public Information will be shared with the public.

RECORD OF SUBMISSION

Please record each piece of artwork:

Title of artwork / Dimensions / Medium / Price

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SAY ART STUDIOS' UNIQUE EVENT SPACES

GALLERY WALL

Host a special event at say art studios! Are you an artist who needs a wall? Say art studios has a lovely gallery space perfect for your next artistic event.

CREATIVE STUDIO

Come see the creativity manifesting in the studio. Studio rental may include supplies and/or learning experiences. Educational classes forming often. Are you an artist, fine art or craft teacher? Ask about reservations for private studio time or larger group classes. Want to have a fun night with friends? Ask about creating a custom "make art" party at Say Art Studios!

DEDICATED GLUTEN-FREE KITCHENETTE

Dedicated gluten-free kitchen available for private event rental too.

MEDIA ROOM & PERFORMANCE CORNER

Audio visual suite with lounge area, including 50" HD TV and apple tv integration. Performance corner includes curtained area, and suspension rig. Host a meeting or a small performance, ask about our rental fees.

COURTYARD

Take the art party outside. Weather permitting.

EVENT SPACE GUIDELINES

The Gallery at 119 East Saint Louis is 100% dedicated gluten free. No outside food or drink is allowed in the kitchen at Say Art Studios. Please ask if you have any questions.

Say Art Studios event spaces are for adults. Please understand that we may ask for ID.

The Courtyard at Say Art Studios is a 420 friendly space. Please use proper ashtray receptacles for disposing of cigarettes or other legal recreational smoking waste.

NO illegal drug usage is allowed on the property at Say Art Studios.

Say Art Studios is an inclusive artistic space where respect of an artist's self expression is welcomed and encouraged. Hate or discrimination of any kind will not be tolerated.

Initial _____