

CHOWAN ARTS COUNCIL  
ARTIST PACKET  
504 SOUTH BROAD STREET  
EDENTON, NORTH CAROLINA 27932

DEAR ARTIST,

THANK YOU FOR INQUIRING ABOUT DISPLAYING YOUR ARTWORK AT THE CHOWAN ARTS COUNCIL, YOUR COMMUNITY ARTS CENTER. WE ARE ALWAYS SEARCHING FOR NEW TALENT! ENCLOSED YOU WILL FIND A PACKET OF INFORMATION TO COMPLETE AND BRING BACK WITH YOUR WORK TO BE JURIED. OUR JURY COMMITTEE MEETS TWICE A MONTH. ONCE YOUR WORK HAS BEEN JURIED, YOU WILL BE CONTACTED.

WE ASK THAT YOU BECOME A MEMBER OF THE COUNCIL. WE ALSO ASK THAT YOUR WORK BE CURRENT (WITHIN THE LAST TWO YEARS) AND THAT YOU ENTER THREE TO FIVE PIECES OF THE SAME MEDIUM. PAINTINGS, PHOTOGRAPHY, CERAMICS, MIXED MEDIA, SCULPTURE, JEWELRY, ETC.

PLEASE CALL TO SCHEDULE AN APPOINTMENT. WE ASK THIS SO THAT WE ARE READY TO SEE YOU AND YOUR ARTWORK. FORTUNATELY, THE GALLERY GETS BUSY AND WE WANT TO OFFER YOU OUR COMPLETE ATTENTION.

PLEASE CALL 252-482-8005 OR EMAIL THE GALLERY MANAGER AT [CACEDENTON.COM](mailto:CACEDENTON.COM).

SHOULD YOU HAVE ANY QUESTIONS ABOUT THE INFORMATION PACKET PLEASE DO NOT HESITATE TO CALL US. WE WILL BE GLAD TO ANSWER ANY QUESTIONS OR CONCERNS YOU MAY HAVE.

THANK YOU,

THE CHOWAN ARTS COUNCIL

**CHOWAN ARTS COUNCIL  
ARTIST/ EXHIBITOR GALLERY GUIDELINES**

**ARTIST GUIDELINES:**

◆COMPLETE THE ARTIST PACKET, WHICH INCLUDES THE FOLLOWING FORMS:

ARTIST/GALLERY CONTRACT  
ARTIST BIOGRAPHY  
W-9 FORM  
APPLICATION FOR WORK TO BE JURIED

◆HAVE A CURRENT MEMBERSHIP AT THE CAC.

◆HAVE HIS/HER ARTWORK JURIED PRIOR TO EXHIBITING IN THE GALLERY. OUR JURY CONSISTS OF ONE ARTIST, ONE BOARD MEMBER AND ONE PERSON FROM THE MEMBERSHIP. THE JURY COMMITTEE MEETS TWICE A MONTH. PLEASE MAKE AN APPOINTMENT WITH THE GALLERY MANAGER.

**DISPLAY GUIDELINES:**

◆ALL ARTWORK SHOULD BE PROPERLY FRAMED. PAINTINGS MAY HAVE PAINTED BORDERS IN LIEU OF FRAMING. WE ACCEPT PRINTS OF ORIGINAL ARTWORK IN PLASTIC SLEEVES OR GALLERY WRAPPED. THE CAC DOES NOT ACCEPT FRAMED PRINTS FOR SALE.

THE JURY COMMITTEE HAS DISCRETION IN REGARDS TO BORDERS AND FRAMING. NO WORN OUTDATED ITEMS WILL BE ACCEPTED.

THE CAC CANNOT ACCEPT DAMAGED OR DIRTY FRAMES OR DAMAGED ARTWORK OF ANY MEDIUM.

THE JURY COMMITTEE ONLY ACCEPTS THOSE ITEMS OF THE HIGHEST QUALITY AND CRAFTSMANSHIP.

◆WIRE HANGERS SHOULD BE USED ON THE BACKS OF ALL FRAMED ARTWORK.

◆ARTISTS ARE ASKED TO DISPLAY ORIGINAL ARTWORK ONLY. ALL ARTWORK SHOULD HAVE BEEN CREATED IN THE LAST TWO YEARS. PLEASE MAKE SURE YOUR PIECES ARE LABELED CLEARLY.

◆ALL ARTWORK MUST BE PRICED BY THE ARTIST TO INCLUDE THE 35% CAC COMMISSION.

◆DUE TO LIMITED SPACE AT THE CAC RESERVES THE RIGHT TO LIMIT THE NUMBER OF PIECES SUBMITTED.

◆ALL ARTWORK WILL BE HUNG OR DISPLAYED BY THE CAC GALLERY/HANGING COMMITTEE. ARTWORK WILL BE ROTATED.

◆ALL WORK IN EACH INDIVIDUAL MEDIUM SHOULD WORK AS A GROUPING. FOR EXAMPLE: THREE PHOTOGRAPHS, THREE PAINTINGS OR THREE PIECES OF POTTERY MAY BE SUBMITTED BUT NOT ONE OF EACH.

APPLICATION FOR ART TO BE JURIED

ARTISTS NAME: \_\_\_\_\_

MEDIUM: \_\_\_\_\_

1. TITLE: \_\_\_\_\_

2. TITLE: \_\_\_\_\_

3. TITLE: \_\_\_\_\_

4. TITLE: \_\_\_\_\_

5. TITLE: \_\_\_\_\_

JURORS COMMENTS:

FRAMING: \_\_\_\_\_

\_\_\_\_\_

COMPOSITION: \_\_\_\_\_

\_\_\_\_\_

CAN THE PIECES BE DISPLAYED TOGETHER: Y \_\_\_\_ N \_\_\_\_

HAVE THE PIECES BEING SUBMITTED BEEN CREATED WITHIN  
THE LAST TWO YEARS? Y \_\_\_\_ N \_\_\_\_

OTHER COMMENTS:

JURORS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# COMMUNITY ARTS CENTER

*As governed by Chowan Arts Council*

## ARTIST/GALLERY CONTRACT

ARTIST: (hereafter referred to as "the artist")  
(Name, Address, and Telephone number)

---

---

---

---

and

Chowan Arts Council -DBA Community Arts Center (hereafter referred to as "CAC")  
504 S. Broad Street  
Edenton, NC 27932  
252-482-8005

Hereby enter into the following agreement:

1. **Agency/Purposes.** The artist appoints CAC as agent for works of art consigned under this agreement, for the purpose of exhibition and sale. CAC shall not permit the artworks to be used for any other purposes without the written consent of the artist. This agreement applies only to works consigned under this agreement and does not make CAC a general agent for any other works.

2. **Warranty.** The artist hereby warrants that he/she created and possesses unencumbered title to the artworks, and that their descriptions are true and accurate.

3. **Terms and Termination.** This agreement shall have a term of one year (12 months) and may be terminated by either party giving a written notice to the other party. The agreement shall automatically terminate with the death of the artist, or if CAC becomes bankrupt or insolvent. On termination, all works consigned hereunder shall immediately be returned to the artist.

4. **Prices/Commissions.** CAC shall sell the works at the retail prices shown on the artist's record of consignment. CAC shall receive a commission of 35% of the retail price of each item sold.

5. **Payments.** The artist's dues must be paid for the current fiscal year in order to be eligible to receive proceeds from a sale of his/her work. CAC shall pay the artist within forty-five (45) days of the sale. The artist's commission checks are written on the 15<sup>th</sup> of the month for sales incurred the previous month. No sales on approval or credit shall be made without the artist's written consent and, in such cases; the proceeds received by CAC shall be paid to the artist within forty-five (45) days of receiving all monies due.

6. **Duration of Consignment.** The artist is required to rotate his/her work every ninety (90) days. The artist is responsible for picking up any unsold work at the end of the ninety (90) day period. Should the artist fail to pick up work after notification by CAC, the work may be removed from display and stored until retrieved by the artist. The artist will be contacted

by phone initially, then by letter. After one year of the notification and no contact from the artist, any items left will become property of CAC.

7. **Accounting.** CAC shall maintain accurate books and documentation with respect to all transactions entered into for the artist. On the artist's written request, and within normal business operating hours, CAC will permit the artist or the artist's authorized representative to inventory his/her works and to inspect any books or records pertaining to sales of the artist's items.

8. **Loss or Damage.** Due care shall be given by CAC for the safekeeping of all consigned artworks, but neither the CAC, its staff members, nor the volunteer staff, shall be held liable for damage or loss of any consigned work. It is the responsibility of the artist to insure any artwork should that be desired.

9. **Modifications.** Any and all modifications of this agreement must be in writing and signed by both the artist and CAC.

10. **Choice of Law.** This agreement shall be governed by the laws of the state of North Carolina.

---

*Artist Signature*

---

*Date*

---

*CAC Authorized Signature/Title*

---

*Date*



## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

**Part I** Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

**Part II** Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------