

Assemble Contract for Artists

I. Fees

- A. The fee to rent Assemble for one month (first Friday of the month to last Friday of the month, including the week before the opening for installation and the day after closing for tear down) will be \$200.
- B. You will be required to pay a \$50 non-refundable deposit at the point of booking the show. The balance of \$150 will be paid while collecting the key to Assemble. This is payable by check.
- C. 30% of all artwork sales will go to Assemble. This is payable by cash, check, or credit card.

_____ I understand the above-listed fees associated with renting Assemble's gallery space.
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II. Responsibilities

A. When you turn in the key at the end of the rental period, no remnants of the previous show should be evident in the space. On a day-to-day basis, the gallery should be kept neat, clear of garbage and with no extraneous furniture or objects in the space. This includes but is not limited to:

1. Walls: Gallery walls must be returned to their prior condition using Assemble's standard paints. Assemble will provide paint. If the walls are not painted by the Saturday after closing, you will be billed for materials and labor.
2. Damaged Surfaces: You will be responsible for repairing any damage to the walls and floors caused by your installation. This includes nail holes in the walls which must be patched and painted.
3. Garbage: You must take your non-recyclable garbage out to the dumpster during your installation period and after any events that you organize. All recycling must be collected in clear bags, and taken to the back room. Place bags of recycling on flattened cardboard boxes or in buckets to prevent leaks.
4. Sinks and Bathroom: Please be conscientious of the other users of Assemble's facilities and keep the sinks and bathroom clear of paint and debris.
5. De-installation: Everything that you have brought into the space over the course of the month must be removed during tear down. This includes all art, artist-owned furniture, tools, materials, technology equipment, etc. in Assemble's gallery, back rooms and basement.

B. Assemble is not responsible for damaged artwork. Assemble is an interactive space with a large number of events over the course of the month and you must be aware that there might be wear to or touching of artwork in the space.

C. The opening must have some interactive aspect. This can include video, sound, or hands-on activities.

D. You must be present at Opening and Closing Parties as well as at any other artist-coordinated events.

E. You are required to have a workshop or artist talk. We expect our artists to engage in this way because Assemble's mission and vision as non-profit community arts and technology organization is best fulfilled through interaction with our neighbors and community.

F. You are responsible for providing all food and beverages beyond the basic snacks and beer provided by Assemble for the Opening Night.

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III. Prohibitions

A. No smoking inside Assemble. No open containers of beer or alcohol outside the building.

B. No oil-based paints or permanent markers may be applied to the gallery walls.

C. No bicycles in the space.

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IV. Timeline

A. You will collect a key from Assemble on the Sunday before the opening of the exhibition, and at this time conduct a brief orientation walkthrough of Assemble.

B. The installation period will be from that Sunday to 3pm on the day of the opening.

C. You will provide a plan drawing to Assemble if the exhibition will include any of the following: an extensive build out; large items or sculptures placed in the middle of the space; furniture or art pieces that extend from the wall more than three feet. This information must be provided to Assemble at least one week before the installation begins for review of flexibility.

D. The exhibition will be on display from the first Friday of the month to the last Friday of the month. The opening event for the exhibition will take place on the evening of the first Friday from 6-10pm.

E. A closing party or event is encouraged along with at least two open houses. You are required to have at least one artist talk and/or workshop during your month. This could be a weeknight or a weekend. This must be free and open to the public. This can be geared to a specific age group if appropriate.

F. Tear down will take place on the Saturday following the closing date. The key must be returned to Assemble on this date.

G. Three months prior to your opening, you must email a blurb, bio, and image to our marketing director. You are also encouraged to promote this in your own social media and press outlets from then until the opening.

_____ I understand the timeline associated with renting Assemble's gallery space
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Artist
Name Printed

Date

Signature

Assemble Representative
Name Printed

Date

Signature
