

# The Watchung Arts Center

18 Stirling Road – Watchung, NJ 07069

(908) 753-0190

[www.watchungarts.org](http://www.watchungarts.org) – [wacenter@optonline.net](mailto:wacenter@optonline.net)

Gallery Hours: Tuesday - Friday 12 - 5 p.m., Saturday, 10a.m – 3p.m.

## LETTER OF UNDERSTANDING BETWEEN WATCHUNG ARTS CENTER AND ART EXHIBITOR

The Watchung Art Center (WAC) appreciates the opportunity to display the exhibitor's work in the Center's Galleries. The Center is also committed to providing support and services artists/artist groups. The purpose of this letter is to define those services and the responsibilities of both parties. Please note that WAC will do everything to accommodate the exhibitor and to adhere to the agreed dates and times.

### I. EXHIBITOR'S CONTACT INFORMATION

Exhibitor's Full Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

### II. EXHIBITION

Upper or Lower Gallery or Studio (please circle)

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

### III. EXHIBITION DATES

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

### IV. RECEIVING

All work MUST be framed, labeled, wired, and ready to hang; delivery to be determined by WAC and agreed upon by exhibitor.

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### V. HANGING

The Exhibitor is expected to be present during Hanging unless other arrangements have been made.

Please indicate who will be responsible: \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### VI. TAKE DOWN

The Exhibitor is expected to be present during the Take Down unless other arrangements have been made.

Please indicate who will be responsible: \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**VII. RECEPTION**

The Exhibitor is expected to be present and is responsible for providing and setting up refreshments. Receptions are the First Sunday of Each Month unless there is a holiday – WAC will pick an alternative date.

Date First Sunday during the month of Exhibition Start Time 1 p.m. End Time 4 p.m.

**VII. POST CARDS:** The Exhibitor is responsible for the design and payment and mailings of the postcards; information regarding WAC and Gallery hours to be reviewed by WAC. Exhibitor may wish to provide WAC with additional postcards to display at the Center and, if desired, may choose to send to our member’s list. Please provide a jpeg image of the postcard and WAC will also send out to WAC’s Email list.

**VIII. PRESS RELEASES:** WAC will handle publicity. The Exhibitor may want to take care of any local outlets that we do not cover. We will publicize your show in newspapers, our newsletter and on our website. We publish our newsletter bi-monthly and therefore ask that the Exhibitor send a Statement, Biography, and a jpeg image of a piece of artwork *no later than* two months prior to the show.

**IX. SALES:** It is customary for the Exhibitor to make a donation of 30% of all sales to the WAC. Art on premises is subject to limited insurance coverage provided by WAC. We have no way to predict sales but can assure the Exhibitor that many people will visit our galleries throughout the month.

**X. GALLERY HOURS:** The WAC’s current office hours are Tuesday - Friday 12 - 5 p.m., Saturday, 10a.m. - 3p.m. These hours are subject to change. We have shows in both the upstairs and downstairs galleries, as well as in the Studio. During any month we present a variety of performances, classes and programs. Please call the office before making any arrangements for hanging or take down to make sure there are no shows/programs conflicting with your dates. Call 908-753-0190 during gallery hours.

Make sure you read, print, and sign below.

EXHIBITOR’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

WAC’s Signature \_\_\_\_\_ Date: \_\_\_\_\_