



Skylight Show Information **2007 Theme: Family Ties** *(please print on application portion clearly)*

Skylight Show Requirements and Consignment Forms (I and II)

Dates

In order to make the Skylight show a success, there is a list of requirements and procedures in which we must all adhere to.

The requirements for the show:

- You must be a member in good standing to participate
- All fees must be paid before the work is accepted (membership) There is also \$10.00 hanging fee that must be paid, payable in check, money order or exact change
- Donated art work (if applicable) is due before we can accept Your donated piece must be submitted prior to **September 30, 2007** Contact Fedrecia to make arrangements for you to drop off your donated piece (fmhartley@aol.com) **DONATED PIECES WILL NOT BE ACCEPTED AT THE SKYLIGHT GALLERY.**
- You may drop off maximum of 3 pieces of artwork, though all pieces may not be displayed. It all depends on the size of the pieces and the space availability. We will guarantee every member that one piece of their work will be on display.
- All art work must be dropped off at the Skylight Gallery at Restoration Plaza All work must be dropped off between the hours of 12-3PM on October 10, 2007
- **VERY IMPORTANT:** When you drop off your artwork, you must sign 3 consignment forms. (One copy is for your records, one is for BeSAA and the final form is for Skylight Gallery). Please include the following information for insurance purposes, this information needs to be submitted before the work is hung: Title of work, Name of artist, size of the piece, monetary value of the piece.
- Make sure that each piece is labeled on the back with your personal information:
 1. Title of work
 2. Name of artist
 3. size of the piece
 4. monetary value of the piece
- **PIECES SHOULD BE READY FOR HANGING.** (Hanging wire on the back)
- Your bio (with your name only no address or telephone number) and price list should be sent to Judy Rios via e-mail @ namaste859@verizon.net.no later than **September 20, 2007** All sales are through Skylight they will take a 30% commission for work sold and BeSAA will take 20%. The artist will receive 50% of the sale.

- Artwork will only be accepted between 12 noon and 3PM on Wednesday, October 10, 2007.

If someone other than yourself is dropping off or picking up your artwork, BeSAA must have on file a letter (at least a week before) signed by you, the artist with the name of the person. They must bring a picture ID.

Important dates to remember:

- The work will be hung on October 10, 2007 .
- All work must be dropped off between the hours of 12-3PM on October 10, 2007
- The show runs from October 11-27, 2007 .
- All packaging of artwork must be removed.
- Artwork must be picked up on October 27, 2007 from 4:30-5:00PM .
- **BeSAA and Skylight Gallery will not be responsible for any damage, theft or storage after 5PM on October 27, 2007.**

For questions concerning the Skylight Exhibit, please contact Judy Rios at 718-859-0774 or email namaste859@verizon.net.



BEDFORD STUYVESANT ARTISTS' ASSOCIATION

Consignment Form 1

Date Art Received _____ Art on Loan for Exhibition

Title of Exhibition BESAA's Fifth Annual Art Exhibit

Received from _____
Artist/Owner (Lender or Representative)

Address: _____

Home Phone: _____ Cell Phone: _____

Art Titles:

The Center for Art & Culture (CAC) and _____ (Artist/Owner) agree that the CAC assumes all liability for loss or damage, due to negligence or theft, to artwork exhibited at CAC. Responsibility for loss or damage shall commence from the time that CAC has complete dominion and control over the work and shall cease on October 27, 2007 at 5:00PM . All "Art on Loan" forms must be collected from each artist in the exhibition. This form will list the artwork in the exhibit and will be submitted to CAC for insurance purposes. BeSAA understands that a complete inventory of artwork should be submitted to CAC before the show is hung for insurance coverage. If this is not possible, BeSAA and/or the artist/owner will be held responsible if there is any damage or theft of the artwork. Items not on the inventory list without the accompanying "Art on Loan" form will not be covered under CAC's insurance policy.

In the event of loss or damage to works exhibited, CAC agrees to (1) be responsible for repairing works if the work can be repaired subject to agreement between the **Artist/Owner** and CAC and if the work cannot be repaired subject to (2) pay to the **Artist/Owner** the value of the work as appraised by a certified, licensed appraiser, agreed upon by both parties. (3) The stated insurance value given by the **Artist/Owner** cannot exceed 70% of the retail price.

All oral and written statements representing agreements of the parties are superceded by this contract which alone fully and completely expresses this agreement with regard to loss or damage to art work. This contract may not be amended or modified in any respect except in writing signed by the party sought to be bound.

This contract shall be governed by and construed in accordance with the laws of the state of New York. If any provision of this contract shall be unenforceable or invalid, such unenforceability or invalidity shall not affect any other provision of this contract.

Agreed to and accepted by:

Artist/Owner

Date

Director, Skylight Gallery

Date

BeSAA, Officer

Date



BEDFORD STUYVESANT ARTISTS' ASSOCIATION

Consignment Form 2

Date: _____

Art on Loan for Exhibition

Received From: _____
Artist/Owner (Lender or Representative)

Address: _____

Home Phone: _____ Cell Phone: _____

The following art work (s) has been received:

Title: _____

Medium: _____ Size: _____

Year: _____ Price/Insurance Value: _____

Title: _____

Medium: _____ Size: _____

Year: _____ Price/Insurance Value: _____

Title: _____

Medium: _____ Size: _____

Year: _____ Price/Insurance Value: _____

Pick up for art is October 27, 2007 4:30 - 5:00 PM; CAC and BeSAA are not responsible for art work left beyond this date and time. **The Center for Arts and Culture receives 30% of all art sales. The Bedford Stuyvesant Artists' Association receives 20% of all sales. The artist receives 50% of the sale of their art work.**

Agreed to and accepted by:

Artist/Owner

Date

Director, Skylight Gallery

Date

BeSAA, Officer

Date

1368 Fulton Street • Brooklyn, New York 11216 • Tel (718) 636-6930 • Fax (718) 636-0511

EXHIBITION SPACE AGREEMENT

This is an agreement between Bedford Stuyvesant Restoration Corporation/Center for Art and Culture (CAC) and the Bedford-Stuyvesant Artists' Association (BeSAA). This agreement solidifies each party's roles and responsibilities for the 4th Annual Art Exhibition of BeSAA in the CAC - Skylight Gallery from October 11, 2007 to October 27, 2007.

The Bedford-Stuyvesant Artists' Association (BeSAA) agrees that:

- The **installation** of the exhibit will take place on October 10, 2007 and the exhibit will be on display from October 11 to October 27, 2007. All exhibition materials will be removed from the Skylight Gallery by BeSAA's staff/representatives no later than October 29, 2007.
- BeSAA will be responsible for **overseeing** and **coordinating** all participating artists involved in the exhibition. BeSAA will collect all "Art on Loan" forms from each artist in the exhibition. This form will list the artwork in the exhibit and will be submitted to Roseann Evans, Program Manager of the Center for Arts and Culture (CAC) for insurance purposes. BeSAA understands that a complete inventory of artwork should be submitted to CAC before the exhibit is mounted for insurance coverage. If this does not occur, BeSAA will be held responsible if there is any damage or theft of the artwork. Items not on the inventory list without the accompanying "Art on Loan" form will not be covered under CAC's insurance policy. BeSAA will hold Restoration harmless for anything not listed on the inventory list.
- On October 11, 2007, there will be access to the gallery to view artwork until 8PM. The Kick-Off Reception for the Bed-Stuy Alive! Taste, Strut and Tour will take place under the tent at the Restoration Plaza from 5:30-8PM. (In the event of inclement weather, the reception will be moved into the hallway outside of the Skylight Gallery.
- On Saturday, October 27, 2007, BeSAA will host a children's workshop entitled, "My Bed-Stuy".
- BeSAA will **manage all marketing and outreach** for the exhibition. CAC sponsors must be included on all materials as stated here; *The Bedford Stuyvesant Restoration Corporation's Center for Art and Culture - Skylight Gallery exhibits are made possible in part by, the New State Council on the Arts, New York City Department of Cultural Affairs, Booth Ferris Foundation, Bloomberg and the Independence Community Foundation.* Logos of BSRC sponsors should also be added to any materials handed out to the public.

- BeSAA reserves the right to put together public programs associated with its exhibition. Such programs may include lectures, panel discussions, and readings. BeSAA must submit a schedule of activities, required equipment, and space requirements to CAC for review no later than September 20, 2007. Any public program must be free to the public or a space rental fee will be charged to BeSAA.
- Any additional decorations must be taken down and space must be cleaned up. If such program is not submitted by that date BeSAA forfeits its right to produce the program.

In consideration of the aforementioned, BSRC will provide the following in-kind services:

- The space costs for the exhibition in the Skylight Gallery, the reception and public program; all for the period of October 11 to October 29, 2007.
- The cost for insuring the artwork in the exhibition, with the condition that BeSAA has submitted a complete inventory list of artwork for the period October 11 to October 29, 2007.
- The cost of security for the period of the exhibition from October 11 to October 29, 2007.
- The handling of the sales of artwork, in the absence of a BeSAA member. There will be a 30% commission to CAC on work sold in the Skylight Gallery.
- Publicizing the exhibition to our constituencies, sponsors, board and staff. BeSAA must provide CAC with materials sent out to the public.

	Title	Date
Bedford Stuyvesant Artist's Association Representative		

	Title	Date
Bedford Stuyvesant Restoration Corporation/ Center for Art and Culture - Representative		