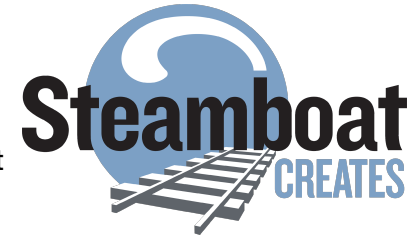


2022 RIVERWALK COLLECTIVE Gallery Agreement



These guidelines are for the exclusive rights to the Main Gallery and Platform Gallery exhibition spaces for **RIVERWALK COLLECTIVE** during specified months outlined in this document. Steamboat Creates retains exclusive rights to determine the programs and events that occur in the Main Gallery and Platform Gallery. This agreement is good for one year, beginning January 1, 2022. Other shows may be curated for Bliss Hall when not otherwise occupied.

For more information contact the Gallery Manager at Steamboat Creates: 970-879-9008 galleries@steamboatcreates.org

Initial Meeting:

- Each artist is to meet with the Executive Director and/or Gallery Manager annually to discuss responsibilities, dates, exhibit space, reception, workshop details and special events.
- Each artist is to provide a professionally written bio, artist statement, 5 jpeg samples of artwork (to be used for promotional purposes), along with this signed agreement. Update written bio and 5 jpeg images of artwork annually.
- Exclusivity. **RIVERWALK COLLECTIVE** showing in the Depot cannot be represented at other local galleries. Alternative venue shows are encouraged for **RIVERWALK COLLECTIVE** artists (restaurants, retail stores, special events, festivals, etc.)
- The **RIVERWALK COLLECTIVE** artists and Steamboat Creates staff will jury artists into the **RIVERWALK COLLECTIVE** group through a review. Criteria will be based on artistic merit, diversity and availability to participate in First Friday Art Walk, meetings, hangings, etc.

ARTIST RESPONSIBILITIES

Financial:

- A total of 10 to 12 artists will make up **RIVERWALK COLLECTIVE**. Each artist will contribute \$100 facility fee per month for exclusive use of the gallery space for 9 months of the year. This is to be paid in advance, quarterly. Each artist is agreeing to a one-year commitment that will be reviewed by the Gallery Manager in October of 2022. If an early departure is necessary due to unforeseen reasons or required due to non-fulfillment of this agreement, a replacement artist may be juried by remaining **RIVERWALK COLLECTIVE** artists and Steamboat Creates staff.
- The gallery will be occupied by a collaborative show and by large group shows of all Steamboat Creates Members 3 months of the year. **RIVERWALK COLLECTIVE** artists are encouraged to hang artwork in the SC Member shows. During these months **RIVERWALK COLLECTIVE** artists are also encouraged to hang a show in Bliss Hall and will not be charged the monthly facility fee.
- All artwork on display must be for sale.
- Each artist is required to be a member in good standing of Steamboat Creates. 2022 cost is \$100 per year, due in January.
- 70/30 commission split on all sold art, educational or community outreach events with a 30% donation going to Steamboat Creates.

Code of Ethics:

- Steamboat Creates responsibilities include representation of **RIVERWALK COLLECTIVE** artists and sale of their work currently displayed and previously displayed in the Depot Art Center.
- **RIVERWALK COLLECTIVE** artists should not seek or accept compensation from any party where such compensation would create a conflict with Steamboat Creates responsibilities.

Gallery Sitting:

- Artists will staff the gallery on days not covered by Steamboat Creates staff. Each **RIVERWALK COLLECTIVE** artist will be responsible for approximately 1 to 2 days per month. Artists are required to work together with Steamboat Creates staff to cover gallery shifts adequately.
- This duty is shared with all of the artists exhibiting in the gallery—failure to cover your scheduled shift will result in a \$100 fee.

Community outreach and education:

- Artists are encouraged to “activate” Bliss Hall through community outreach, teaching workshops and special events. The purpose is to educate and engage the community in the creative process, and could include presentations, demonstrations, creativity workshops, etc. Note that this is one of several ways to help turn the Depot into a destination.
- Workshop, event or demonstration (OPTIONAL) details determined by the artist, approved by Steamboat Creates
 - Artist can present an educational event, workshop or demonstration at the Depot during the **RIVERWALK COLLECTIVE** monthly exhibitions
 - Workshop price to be determined by artist (not less than \$20/pp) with material costs separate, approved by Steamboat Creates.
 - Commission split remains the same: 70/30 with 30% donation going to Steamboat Creates, no facility fee will be charged for educational events.
- Guest artists will be invited, on occasion, to occupy a portion of the gallery space to inspire, enhance and diversify **RIVERWALK COLLECTIVE** exhibitions, at the discretion of the staff, in coordination with the artists.

Exhibition installation responsibilities and due dates:

- Artwork must be of professional quality exhibiting stellar artistic merit in artwork, framing and displaying. Curating will be coordinated by all but overseen with sole discretion and final decisions by Steamboat Creates staff.
- **1 Week prior to show.**
 - Provide a detailed inventory list.
List should include Artist Name, Title of Piece, Medium, Size of Art (height X width) and Price. This ensures insurance coverage.
- **Tuesday prior to First Friday**
 - Deliver Artwork ***NOTE*** artwork dropped off prior to drop-off date or left behind after pick-up date is NOT INSURED. **Please do not leave artwork at the Depot Art Center unless specifically arranged with Steamboat Creates staff.**
 - Layout and hanging with guidance from Steamboat Creates staff

- Steamboat Creates will supply pedestals, tables and hanging supplies unless special equipment is required.
- Please put items back neatly in storage area at the close of your exhibit.
- Hang and install artwork and labels, space is limited to front gallery. Bliss Hall is not available.
- Adjust lighting with Steamboat Creates staff.

ALL ARTWORK MUST BE HUNG AND LABELED NO LATER THAN WEDNESDAY BY 5PM

First Friday ArtWalk reception responsibilities:

- Provide reception food
- Work with Steamboat Creates to set up tables, tablecloths and chairs (provided by Steamboat Creates)
- Assist Steamboat Creates staff with writing up sales
- Clean up after the reception with Steamboat Creates assistance
- Promote sales of artwork by engaging visitors, collectors, etc.

Monday after show ends, Artist responsibilities:

- Take down/de-install artwork every Monday before First Friday.
- Remove hangers from walls and replace in Steamboat Creates hanging supplies
- Pack and deliver “to be shipped” artwork to Postnet if needed
- Patch (spackle), sand and spot paint walls. Materials provided by Steamboat Creates. If not done properly a minimum \$100 fee will be charged.
- All pedestals, props, lighting, tables, ladders, etc. need to be returned to their proper storage place

Artist promotions:

- **8 weeks prior to show**
 - For Steamboat Creates Newsletter and Press Release (artist to provide content, Steamboat Creates to send). 25 word description of show, artist’s bio and 3 images to Steamboat Creates
 - Newspaper Interviews (no cost)—Contact Sophie Dingle at 970-871-4229
 - Hello Steamboat—Contact Tony Counts for on-air interview
- **1–2 weeks prior to show:**
 - Posters & First Friday ArtWalk brochure (Steamboat Creates to design and purchase, artists and volunteers to distribute).
 - Poster Distribution (see distribution list)

STEAMBOAT CREATES RESPONSIBILITIES:

Support Staff

- Hire and retain part-time staff (12–20 hours/week) to manage gallery, schedule gallery sitting among other administrative duties as needed by the organization.

Steamboat Creates’ promotional responsibilities:

- **12 weeks prior to show:**

- Steamboat Creates community outreach and education responsibilities: (OPTIONAL)—TBD between artist and Steamboat Creates
- Steamboat Creates to provide volunteers and light refreshments during the educational event
- Marketing and registrations will be managed by Steamboat Creates as part of the exhibition marketing materials, self promotion is also required by participating artists
- **6 weeks prior to show:**
 - Steamboat Creates Newsletter and Press Release (coordinated and done by Steamboat Creates staff)
- **3 weeks prior to show:**
 - Posters Design and order (coordinated and printed by Steamboat Creates staff)
 - Media (coordinated and done by Steamboat Creates staff)
 - First Friday ArtWalk brochure—send 25 word description to wina@elementsprints.com
 - Order vinyl lettering (Lone Oak Studio 970-879-4889 (name of show or artist name only—limited characters to ~\$60)
 - Happenings for events—contact Pilot Newspaper: happenings@steamboatpilot.com or 970-879-1502
 - Newspaper ad (optional with additional cost for artist)— bblood@steamboatpilot.com
 - Valley Voice ad, (optional with additional cost for artist)—contact Matt Scharf mattscharf1@gmail.com
 - Chamber Calendar—submit events directly to the calendar at www.steamboatchamber.com info@steamboatchamber.com or 970-879-0880
 - Radio PSAs: KFMU (adult alternative), KUNC (public radio), KBCR (country), KRNC (public radio)
 - Upload current show poster on Steamboat Creates website
- **1 week prior to show:**
 - **Steamboat Creates installation responsibilities:**
 - Make inventory list and send to insurance company (Katy Rumley, katy@mdmgroup.net 970-879-5560)
 - Provide pedestals, tables and hanging supplies
 - Replace light bulbs and standard hanging supplies (Specialized installations may be additional costs to the artist)
 - Steamboat Creates staff assist artists with layout of artwork in gallery space
 - Assist in adjusting lighting with artist
 - Install signage and hang
 - Exhibition space is limited to front gallery wall space. Bliss Hall is only available with approved written request
 - Print and present artist statement and bios in gallery book
 - Print tags for each piece of artwork with: Artist name, title, medium, size and price
 - Clean gallery surfaces, floors, railings, etc. and store packing supplies
- **Steamboat Creates opening reception responsibilities:**
 - Provide bartenders and alcoholic beverages (wine)
 - Print and provide name tags for exhibiting artist(s)
 - Provide paper products—plates, napkins, cups and utensils
 - Assist artist to set up tables, tablecloths and chairs
 - Write up art sales

- Assist with clean up and stay to the end of the event, unless otherwise arranged
- **Steamboat Creates gallery administrative responsibilities:**
 - Schedule gallery sitters, manage gallery sales, installation, de-installation and work directly with ED to elevate the visual arts program and First Friday ArtWalk
 - The top priority of the gallery staff is procuring gallery sales, with additional duties assigned by ED
 - Book-keeping services: including sales taxes, annual audit, payroll, reconciliations, artist payment, account payable and receivable, collections
- **Monday after show ends:**
 - **Steamboat Creates de-installation responsibilities:**
 - Assist artists with de-install
 - Remove vinyl lettering
 - Insure gallery is clean for the next show
- **Steamboat Creates stewardship of historic building**
 - Steamboat Creates will continue to work with the City of Steamboat, private donors and grant makers to improve the historic building and make the Depot Art Center a destination for residents and visitors.

Signature Page

I have read and understand my responsibilities as a 2022 featured artist at the historic Depot Art Center:

Artist Name (printed): _____

Artist Contact: _____ Email: _____ Cell #: _____

Steamboat Creates Membership: _____ Agreement beginning date: _____ Agreement end date: _____

Artist Signature

Date

Steamboat Creates Signature

Date

Steamboat Creates—1001 13th Street—P.O. Box 774284—Steamboat Springs, CO 80477—P: 970-879-9008—www.steamboatcreates.org

