

# Center for Creativity

Center for Creativity, 800 Main Street, Redwood City, CA 94063

[rwccfc.org](http://rwccfc.org)

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## Artwork Exhibition Agreement

This Exhibition Agreement is between the Center for Creativity (CfC) and Artist

### ARTIST'S NAME

The Center for Creativity and the Artist agree as follows:

#### I. Exhibition Title & Content

The Exhibition is titled *Art of the Community* and will include the Artist's work(s) titled:

### ARTWORK TITLE

#### II. Timeline

Dates of Exhibition: [September 4–November 2, 2025](#)

Requested information (for promotional materials and labels) due: [August 24, 2025](#)

Artists' Receptions: [Friday, September 5, 5–7pm](#); and [Sunday November 2, 3–5pm](#)

Installation & Delivery: [Sunday, August 31, 6–7pm](#); [Monday, September 1, 12–3pm](#)

Deinstallation & Pickup: [Monday, November 3, 12–3pm](#); also following closing reception

#### III. Artist Responsibilities

Submit all requested information\* on time:

Deliver artwork selected for exhibition by the CfC curator. Substitutions are not allowed.

Deliver and Pickup art on time.

- Artwork must be hand delivered. No shipping.
- Artwork not delivered at time requested may not be exhibited.
- There is no artwork storage at CfC.

Artwork will not be removed by Artist during the exhibition timeframe.

Wall work is to be wired  $\frac{1}{3}$  from the top of the frame with the taut wire not less than 4 inches from the top of frame when that distance is available. For smaller works adjust as is reasonable.

\*Requested Information:

- Artwork statement in the first person: 50–80 words
- Professional bio written in the third person: 50–80 words
- Photo of yourself creatively engaged. Does not need be a headshot, but you should be recognizable in the image. 900 pixels tall by 1350 pixels wide. High quality jpg
- Photo of your Artwork, professionally shot without glazing glare:  
Minimum dimensions: 1500 pixels; Maximum dimensions: 2500 pixels, high quality jpg, less than 2MB

- Your website URL and/or contact
- Artwork information: Title, Medium, Year, Price or Value/NFS

#### **IV. Artwork Sales**

Artists will handle any sales of their work.

A 20% donation to Center for Creativity is requested of sales that result from this exhibition.

#### **V. Insurance & Liability**

Artists are responsible for their own artwork insurance.

CfC assumes no risk of exhibiting the Artwork in case of fire, theft or vandalism.

By exhibiting artwork with CfC, the Artist acknowledges that CfC employees and volunteers are not liable for damage or harm to exhibited artworks.

#### **VI. Center for Creativity Responsibilities**

The CfC will only be open to the public when staff are available to be on site.

The CfC will hold a reception for exhibiting Artists.

The CfC will display the artwork in a respectful manner, and conduct care in handling the artwork.

The CfC will promote the exhibition via poster, website, social media, and its larger audience distribution network.

The artwork will not be moved or removed from the exhibition except as need determined by the curator and in consultation with the Artist.

#### **AGREEMENT**

The Artist hereby warrants that they created and possess unencumbered title to the Artworks,  
and that their descriptions are true and accurate.

The Artist grants permission to CfC to photograph their Artwork and use Artwork images in CfC promotional materials including: website, social media, and print media. CfC will indicate the name of the artist in such promotional materials as they are able.

CfC holds the right to reject display of artwork which arrives in damaged or unsuitable condition; or is not the artwork selected by the curator.

Any special provisions, exceptions, or clarifications of this agreement must be signed by authorized representatives of both parties hereto. These changes must be in writing and attached to this form.

The Parties of this contract shall meet their respective obligations under this contract for the  
duration of this exhibition.

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**Signature**

I have read and agree to the conditions of this agreement. I certify that I have full authority to enter into this agreement.

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Artist Signature

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Date

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Postal Address

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Email

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Telephone