

# EASTERN SHORE ART CENTER EXHIBITION CONTRACT & CONDITIONS

This agreement made and entered between Eastern Shore Art Association (d/b/a Eastern Shore Art Center) and

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Name of Artist

Exhibition Dates: \_\_\_\_\_

**Gallery:** Whiting Woolley Courtyard Bischoff Wilson Corridor

**Entries:** All works must be complete, in good condition, **WIRED\*** and ready for hanging. Drawings, prints, photographs and watercolors must be under glass or Plexiglas and appropriately framed. All paintings are to be gallery wrapped or framed. ESAC cannot exhibit any works not presented in this manner. Work must have been created within the past 2 years. The exhibit will be curated and hung by ESAC staff. \*Please use metal wires without plastic or rubber coating.

**Identification: PLEASE PRINT.**

Identification labels must be attached securely to the back of all works. They must state the artist's name, title of work, medium and sale price (or insurance value, if marked Not For Sale). These labels are for identification purposes only, as ESAC will provide the exhibit labels.

**Delivery and Return:** It is the artist's responsibility to deliver and pick up work on the dates assigned. Shipped artwork must be accompanied by return shipping labels, name of the preferred shipper and insurance.

**Sales:** A commission of 30% of the selling price will be charged for any item sold from any exhibition sponsored by ESAC. This includes those sold within 30 days of the close of the exhibit.

**Removal:** No work may be removed (including works sold) before the end of the exhibit, unless specifically authorized by the ESAC Director or the Exhibition Committee.

**Liability:** Every precaution will be taken by ESAC staff to ensure protection of all works. ESAC will assume all liability for works on the premises. Artists are responsible for insurance while works are in transit.

**Judgments:** ESAC, through its Exhibition Committee, retains final judgment in all matters relating to the exhibitions- including curation, hanging, etc.

**Agreement:** The undersigned has read the terms and conditions set forth, and agrees to abide by them and such other rules and regulations as may be established by ESAC

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Signature of Exhibitor

Date

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Signature of ESAC Director

Date

**\*Exhibitions and dates are subject to change.**

**EASTERN SHORE ART CENTER  
LOAN AGREEMENT & INVENTORY SHEET**

**PLEASE PRINT.**

The Eastern shore Art Center (ESAC) has sponsored for:

\_\_\_\_\_  
Name of Artist Name for labels, if different

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Phone Cell Email Social Security # (Tax purposes)

The loan of the following item(s) for exhibition during: \_\_\_\_\_  
Dates

	TITLE OF WORK	MEDIUM	SIZE	PRICE ( <i>INSURANCE VALUE IF NFS</i> )
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			
6.	_____			
7.	_____			
8.	_____			
9.	_____			
10.	_____			
11.	_____			
12.	_____			
13.	_____			
14.	_____			
15.	_____			

**I have read, understood and accepted the provisions of ESAC Exhibition Rules.**

\_\_\_\_\_  
Signature Date

**PLEASE PRINT.**

TITLE OF WORK	MEDIUM	SIZE	PRICE ( <i>INSURANCE VALUE IF NFS</i> )
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			

**I have read, understood and accepted the provisions of ESAC Exhibition Rules.**

\_\_\_\_\_  
Signature Date

**EASTERN SHORE ART CENTER  
ARTIST STATEMENT**

Artist's Name: \_\_\_\_\_

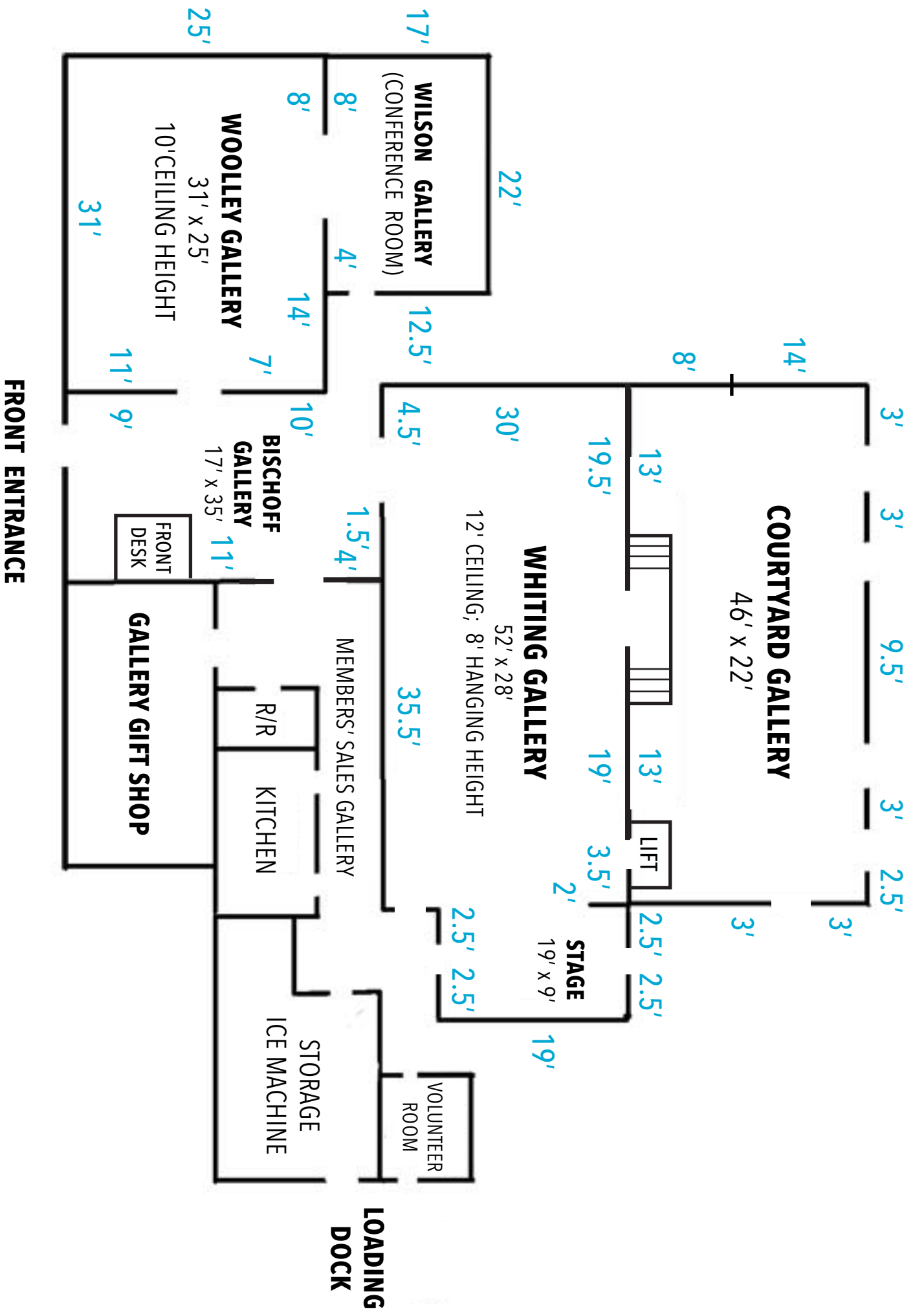
Title of Exhibit: \_\_\_\_\_

**Statement:** Describe this exhibit. It may be a philosophy, overview of the work, your inspiration or something as simple as what you want the viewer to take away after visiting the exhibit. This will be used for publicity and be posted (in full or in part) in ESAC marketing materials.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STUDIOS**



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> S Corporation
	<input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Trust/estate	<input type="checkbox"/> Trust/estate
<b>5</b> Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>	
<b>or</b>	
<b>Employer identification number</b>	

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*