

Franklin Park Performing and Visual Arts Center

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Operating within the Parks Division of Loudoun County's Department of Parks, Recreation and Community Services

ART SHOW AND SALE APPLICATION AGREEMENT *Page 1 of 2*

The Franklin Park Performing and Visual Arts Center invites all artists to enter:

Flora and Fauna Art Show and Sale

The dates of the art show are Friday, April 16 through Monday, May 24

Opening Reception on

Saturday, April 17 from 1:00-3:00

The show will be held in the lobby gallery of the Franklin Park Performing and Visual Arts Center which is open every day from 9-5 and on evenings and weekends during performances.

ARTWORK SUBMISSION Terms and Conditions

- There is a \$20 nonrefundable entry fee. Payment may be made by cash, check or credit card. Checks should be made out to the County of Loudoun.
- Space is limited. Artists may submit one (1) piece of artwork in any medium (oil, acrylic, watercolor, photography, pastel, ceramics, sculpture etc.). If the work sells, a replacement piece may be submitted, at the Artists' discretion with no additional entry fee required.
- Artwork must be properly framed, matted (if appropriate) and ready to hang with hooks, eyes and sturdy wire (no saw tooth hangers).
- Artist's name, title of piece and sales price must be marked on the back of all artwork.
- A current artist biography is suggested (1 page only) but not required.
- Artists who are not already in the county vendor system must complete a W-9 form at least 2 weeks prior to the opening of the art show. Forms are available at the Franklin Park Performing and Visual Arts Center
- Application Agreements may be submitted by fax, mail or in person prior to the delivery dates outlined below, or they may be submitted with artwork during the delivery dates listed below. Applications will be accepted in the order in which they are received.
- The Franklin Park Performing and Visual Arts Center reserves the right to reject any entry submission for any reason, at its discretion. No previously entered artwork will be accepted.

ARTWORK SALES Terms and Conditions

- All artwork must be for sale.
- County of Loudoun, through the Franklin Park Performing and Visual Arts Center, will collect all money for sale of ARTISTS' artwork.
- Artists will be notified by phone or email when their work has sold.
- Artist will receive, from the County of Loudoun, a check for 80% of the money collected for ARTISTS' sold artwork; the check shall be mailed no later than 30 days after the conclusion of the Art Show.
- The County of Loudoun shall retain 20% of the money collected for ARTISTS' sold artwork.
- Matted or unframed work may be displayed and sold by the ARTIST at the Opening Reception; the Arts Center cannot display these works at any other time. They may be brought to the center in attractive containers on the day of the reception and taken back on the same day. ARTIST is responsible for the making sure the work is inventoried and labeled with name, title and sales price.

DELIVERY AND PICK-UP DATES Terms and Conditions

- Delivery dates are Monday, April 12 to Wed., April 14 from 9:00-5:00. After-hours delivery by appointment only.
- Pick up dates of unsold artwork are Monday, May 24 and Tuesday, May 25 from 9:00-5:00. After- hours pick up by appointment only.

The County of Loudoun cannot store artwork. Artwork left in the Franklin Park Performing and Visual Arts Center for 30 days after the last scheduled pick-up day will become the property of the County of Loudoun.

ART SHOW AND SALE APPLICATION AGREEMENT

Flora and Fauna Art Show and Sale

ARTIST’S NAME:

ADDRESS:

PHONE #:

EMAIL:

	TITLE	MEDIUM	Size/ Dimensions	Sale Price
1	_____	_____	_____	\$_____

_____ I will _____ I will not bring matted or unframed work to the Opening Reception which I will display and sell myself.

I understand that the County of Loudoun cannot guarantee the safety of my artwork/ property while it is on display. In consideration for the County of Loudoun displaying my artwork/ property, I have specified the Title, Size, Medium, Dimensions and Value as listed on this page of the Application Agreement I understand that I may elect to provide my own insurance for my submitted artwork/ property at my own expense.

I hereby release the County of Loudoun, the Board of Supervisors, agents and employees from any and all claims, injury, **infringement of patent or copyright** and property damage which I may hereafter have, or claim to have, arising out of the display of my artwork/ property.

I give my permission for the County of Loudoun to photograph my submitted artwork/ property for publicity purposes.

By signing below, I agree to all terms and conditions of this Application Agreement.

ARTIST’S SIGNATURE

_____ Date _____

FOR COUNTY OF LOUDOUN

_____ Date _____
Jeffrey Stern, Manager, Franklin Park Performing and Visual Arts Center

INFORMATION ABOUT THE NEW COUNTY SALES PROCESS

Our newly approved art sales process allows the Arts Center staff to handle all art sales and to accept credit cards as well.

There are 3 steps in the application process:

1. You decide you want to enter the art show
2. If you are not already, you become a 'vendor' in the County's financial system (so you can get paid).
3. You complete the application and submit your artwork.

Step 1 is pretty straightforward.

Step 2 is probably the most different part of the new process. To pay you after your artwork sells, we need to have specific information about you (or your business) in the County's financial services system. That means we need to have those participating artists not already in the system fill out a [W-9 form](#). This is a one-time step — once you are a vendor in the financial system, you remain a vendor. The information we collect on the W-9 allows us to have your check printed accurately, mailed to the correct address and recorded for end of year accounting (so you can receive an accurate 1099 form at the end of the calendar year, for your tax purposes). If you are unsure if you are already a vendor, just ask us- it takes less than 5 minutes to look it up.

Step 3 is simply filling out the rest of the application like you normally do and submitting your artwork when it is due. Here are few things to keep in mind as you read through the new application:

- At first glance, there is very little that is different in the application, the payment timeline (30 days), the amount of artwork allowed, bringing art to the opening reception, the liability for artwork submitted and the application fee is all the same as the 'old' process. There is one area that is different- the commission. The new process has the Arts Center taking a 20% commission (lower than most other galleries, but a 5% increase over the 'old' process).
- For accounting purposes please note that the County pays the sales tax on the entire purchase price of your art sale. You are not responsible for sales tax (income tax, yes- but sales tax, no). Please consult your own tax advisor about your particular tax responsibilities.