



## Art Sales & Leasing Artist Application

Artist:
Email:
Phone:
Address:
Website:
Date:

Please check one box below to indicate in what capacity you would like to participate:

- Sales and Exhibitions       Sales Only

This program exists to assist Vermont artists in gaining increased exposure and sales potential, and to increase the viability of the visual arts in the greater Burlington area. Joining BCA’s artist database provides artists the potential to have their work considered for exhibition in our off-site venues as well as for sales, both to private clients and for larger corporate sales projects. Please note that exhibitions and sales are curated and chosen according to client preference, so joining the program does not guarantee that your work will be selected.

### Terms & Conditions

- All artwork submitted for inclusion must consist of original works of art created by the Artist.
- Once an exhibition venue and date have been agreed upon, the Artist is responsible for delivering work—either directly to the exhibition venue on the date of installation or to 405 Pine St., Burlington, VT 05401—prior to the scheduled install date.
- All artwork for lease or purchase must be delivered in “ready to install” condition: framed or presentable and equipped with all hardware and wiring necessary for hanging safely and securely from either hook and nail or cable system.
- Once artwork is delivered, BCA will be responsible for all exhibition installation and will insure the loaned artwork against loss or damage while in our possession for the duration of the loan.
- Once artwork has been placed in an exhibition lease, the Artist may not remove work from the exhibition prior to the end date of the lease unless agreed upon with BCA, in which case a comparable replacement must be provided.

- Artwork sold on consignment is based on a 40% commission structure to BCA.
- Prior to exhibit or loan, the Artist will be provided a Conditions of Loan form (Attachment A), which the Artist must agree to and sign prior to BCA taking possession of any artwork.
- In order to have work considered for exhibition or sale, the artist must complete the following submission requirements.

## Submission Requirements

BCA will provide a link (along with instructions) to a shared Dropbox folder. The Artist will use this link to provide and keep updated the following:

- High-resolution JPEG images of original artwork that is currently available for sale and/or exhibit. Artist will update accordingly as new work is created and/or existing work is sold or becomes unavailable;
- Each image should be titled with: Artist name last/first, work title, date of creation, medium, size in inches that notes whether size is framed or image, and price, separated by underscores (ie: Ashman\_Kate\_Blue Sky\_2016\_oil on canvas\_12x12 framed\_\$1200);
- Price list for all works submitted. List must include (for each piece): title, year, medium, dimensions in inches, price, framed/unframed (if applicable);
- Artist statement/biography/résumé;
- Current contact information; and
- W9 (for payment of sales and stipends)

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Signature

Date:

**Please sign and return to Kate Ashman, Public Arts Coordinator:  
Burlington City Arts, 405 Pine Street, Burlington, VT 05401  
Or email a signed PDF to [kashman@burlingtoncityarts.org](mailto:kashman@burlingtoncityarts.org)**