## Out Of Door Academy Artist Contract & Waiver

5950 Deer Drive  
Sarasota, Florida 34240  
Telephone Number: (941) 554-5950

<table>
<thead>
<tr>
<th>Artist Name: __________________________</th>
<th>Date: __________________________</th>
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<th>Proposed Art Show Dates:</th>
<th>Start: ________</th>
<th>End: __________</th>
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<th>Proposed Opening Reception:</th>
<th>Date: ________</th>
<th>Time: ________</th>
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### Opening Reception:

- An artist opening reception is solely optional to individual artists. All food preparation, presentation, delivery and clean up is the artist's responsibility. No alcohol is permitted on the school premises. The school will provide tables at no additional charge to the artist.
- The artist supplies tablecloths, napkins, and plates.

### Show Objective:

- The main mission in offering free gallery space to local and highly accomplished artists is to inspire all who admire, study and collect works of art. The Out-of-Door Academy is known for its superior integration of community service and outreach programs. In keeping tradition, they are offering gallery space on a month-to-month basis, when available. Several artists will display works of art from varied disciplines.

### Black Box Theater Usage:

- The Black Box Theater can be rented for special 501 – C3 community organizations enhancement programs and typically rented for one-day usage. Reservations need to be placed several weeks in advance.
- The current count of chairs located in the theater is 200.
- This full, state-of-the-art-theater charges fees for additional equipment, technical services and needs.
- To preview the theater, please call to set up an appointment.

### Community Art Gallery Hours and Information:

- Monday through Friday 10:00 AM to 4:00 PM
- Guests must check into The Out-of-Door Academy administrative office to get a nametag in order to enter the school and gallery area.
- The artists will include a contact name, phone number, web address or gallery on where a person can purchase his/her works of art.
- The school will not sell or profit financially from sales of artwork and the artists will not be charged for the gallery space.
Marketing & Communications:

Three Weeks Prior:
◇ Artist signs off on print, copy and press releases
◇ Artist copy (for advertising) included in contract
◇ Artist gets copy of signed contract
◇ Sarasota.org calendar of events
◇ The Out of Door Academy show coordinators keep original contract on file

Two Weeks Prior:
◇ Poster completed
◇ Press release complete
◇ Public Service Announcements finished

Press Releases Go Out One & One Half Weeks Prior:
◇ The Herald Ticket
◇ Pelican Press
◇ Herald Tribune
◇ Observer
◇ Out of Door Academy web sites
◇ Announcements
◇ Out-of-Door Academy Facebook page
◇ This Week in Sarasota web page
◇ Sarasota Magazine on-line calendar
◇ Sarasota Fine Arts Society
◇ Sarasota Arts Center

Public Service Announcements Go Out One & One Half Weeks Prior:
◇ SNN
◇ ABC 7
◇ Fox Tampa
◇ CBS
◇ NBC

Posters Posted One & One Half Weeks Prior:
◇ Posted at both Out-of-Door Academy campuses
◇ Artist post additional posters at chosen locations
Guidelines for Artists Entry:

• Each participating artist or gallery is in full charge of all sales. The artist inventory sheets need to include the inventory shown in the gallery, the price and seller’s prices and contact information.

Artist Name: ____________________________________________________________
Address: ________________________________________________________________
City: ________________________________________________________________
State & Zip: ___________________________ __________________________
E-mail Address: ________________________________
Web Site URL: ________________________________
Labels Created: Created by artist or gallery
Seller’s Information: Contact name and number added to inventory list

Label Guidelines:

• Labels may be applied with removable adhesive that will not damage walls or paint. Tacky tack materials are best.

• People coming to the art gallery will clearly see the individual artist’s inventory sheets to enable them to purchase works of art. The prices and contact information will be listed on the inventory list to complete the sale.

• Simple and elegant labels may look something like this:

  Artist Name: ____________________________
  Title: ____________________________
  Size and medium: ____________________________
  Price: ____________________________

Waiver Of Liability:

• Note, a standard waiver of labiality must be signed and handed in prior to displaying works of art. One copy will be kept on file. The other will be given directly to the artist.

• Artist will provide proper displays for sculpture and installation work.

• The school is not liable for any loss or damage of any and all works of art.