



# GALLERY ENGAGEMENT

BETWEEN MBMAG AND

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(Gallery Name)

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(city/state)

# MBMAG Gallery Engagement Document

MBMAG (Monterey Bay Metal Arts Guild) PO Box 2468, Santa Cruz, CA 95063

mbmag.org

The Monterey Bay Metal Arts Guild, hereafter referred to as MBMAG,  
and \_\_\_\_\_, hereafter referred to as the  
GALLERY, agree to a group exhibition, featuring the art of MBMAG members hereafter referred to  
as the EXHIBITION. For the purposes of this agreement, the term "days" refers to calendar days,  
and the term "weeks" refers to calendar weeks.

## SECTION 1. EXHIBITION TYPE & EXHIBITION DATES

The EXHIBITION will be a(n)  **all member**  **juried** EXHIBITION

The EXHIBITION will be an  **exhibition + sale**  **exhibition only**

The  **proposed**  **agreed upon** EXHIBITION theme is \_\_\_\_\_

The proposed theme of the EXHIBITION and the EXHIBITION start and end dates will be approved  
by the GALLERY and MBMAG three (3) weeks before the Call for Entries is published.

The EXHIBITION will be run from \_\_\_\_\_ (DD/MM/YY) until \_\_\_\_\_ (DD/MM/YY).

OR

The GALLERY proposes the following date ranges, listed in order of preference, for the  
EXHIBITION:

1. from \_\_\_\_\_ (DD/MM/YY) until \_\_\_\_\_ (DD/MM/YY)
2. from \_\_\_\_\_ (DD/MM/YY) until \_\_\_\_\_ (DD/MM/YY)
3. from \_\_\_\_\_ (DD/MM/YY) until \_\_\_\_\_ (DD/MM/YY)

If the EXHIBITION is juried:

The jury will be comprised of art specialists selected by:

**The GALLERY**  **MBMAG**  **The GALLERY and MBMAG**

The final decision for the jury will be \_\_\_\_\_ agreed upon by  **The GALLERY** and **MBMAG**

OR made by  **The GALLERY**  **MBMAG**

The maximum # of artists who may enter this EXHIBITION is  **unlimited**  **limited**

OR

The maximum # of artists is determined by space limitations described below

The EXHIBITION  **will**  **will not** have an in-person Opening Reception

The EXHIBITION Opening Reception will run from

\_\_\_\_\_ AM / PM (*circle one*) to \_\_\_\_\_ AM / PM (*circle one*)  
on \_\_\_\_\_ (DD/MM/YY)

Other Opening Reception terms: \_\_\_\_\_

Any EXHIBITION artwork which sells during the EXHIBITION (if applicable)

- Must remain on exhibit until the end of the EXHIBITION
- May be taken out of the GALLERY by the purchaser immediately

## SECTION 2. EXHIBITION ARTWORK PARAMETERS

All artwork for the EXHIBITION must be priced with the GALLERY commission included.

The EXHIBITION artwork  **may**  **must** adhere to the agreed upon EXHIBITION theme

Each artist may have a maximum of \_\_\_\_\_ (*quantity or % value*) pieces for Sale

Each artist may have a maximum of \_\_\_\_\_ (*quantity or % value*) pieces Not for Sale (NFS)

The EXHIBITION artwork  **may**  **must** include art jewelry or objects created with precious metals

The EXHIBITION  **will**  **will not** include non-precious metal art jewelry or objects

The EXHIBITION  **will**  **will only** include one-of-a-kind artwork

The EXHIBITION  **will**  **will not** include artwork made in a limited series

The EXHIBITION  **will**  **will not** include artwork made as a set of pieces (more than 1 physically separate piece)

The EXHIBITION  **will**  **will not** include art jewelry

The EXHIBITION  **will**  **will not** include sculptures

The EXHIBITION  **will**  **will not** include sculptures under 4" tall

The EXHIBITION  **will**  **will not** include sculptures over 4" tall up to \_\_\_\_\_  
(*max height*)

The EXHIBITION  **will**  **will not** include wall hung sculptures

The EXHIBITION  **will**  **will not** include floor sculptures

The EXHIBITION  **will**  **will not** include ceiling hung sculptures

## SECTION 3. EXHIBITION VENUE

MBMAG will abide by the guidelines and rules set out by GALLERY management.

MBMAG, will work with the GALLERY to return the GALLERY in a state deemed acceptable by GALLERY management.

Any painting and / or wall repair will be done at the expense of  **The GALLERY**  **MBMAG**

Any special considerations will be stated upfront here by GALLERY management:

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## SECTION 4. ARTWORK INSURANCE

Insurance coverage on the artists' pieces when they are in the GALLERY is provided by the GALLERY and covers

- the wholesale price of each artwork up to a limit of \_\_\_\_\_ (*enter % or \$ amount*)
- a maximum value of \$US \_\_\_\_\_ for each piece of artwork
- is not provided

The GALLERY will provide a copy of the insurance agreement covering consigned or loaned (if applicable) artwork a minimum of three (3) weeks prior to the publication of the EXHIBITION Call for Entries.

## SECTION 5. PRE EXHIBITION SIGN UP AND EXHIBITION GO / NO GO

MBMAG will provide electronic preview copy(s) of the Call for Entries document(s) for GALLERY review ten (10) days prior to dissemination of the Call for Entries.

The GALLERY will provide final feedback on the Call for Entries preview document(s) no later than six (6) days prior to publication of the Call for Entries.

All potential artists will be referred to the MBMAG.org website for signup information and EXHIBITION registration.

MBMAG will notify the GALLERY \_\_\_\_ day(s) or \_\_\_\_ week(s) prior to the scheduled start date of the EXHIBITION whether the EXHIBITION has sufficient artists registered.

**The GALLERY**    **MBMAG** has a consignment and/or loan (if applicable) agreement each artist must sign which will be provided to, or finalized by, MBMAG a minimum of three (3) weeks prior to the publication of the EXHIBITION Call for Entries. See Section 14 for details.

MBMAG Photo Submission Guidelines will be the governing Photo Submission Guidelines for the EXHIBITION. The Photo Submission Guidelines are included as Appendix A of this document.

MBMAG will provide artwork photos from the artists to the GALLERY via Dropbox.

During the artwork submission process, each MBMAG artist will sign an electronic form agreeing to all the terms of the EXHIBITION.

## **SECTION 6. TERMS RELATED TO JURYING**   **NOT applicable, EXHIBITION IS NOT JURIED**

The EXHIBITION jury will notify MBMAG \_\_\_\_ day(s) or \_\_\_\_ week(s) prior to the scheduled start date of the EXHIBITION whether the EXHIBITION has sufficient artwork(s) accepted by the jury in for the EXHIBITION to proceed.

The EXHIBITION jury results will be provided to MBMAG and disseminated to the artists a minimum of \_\_\_\_\_ weeks prior to the EXHIBITION start date.

\_\_\_\_\_ days prior to the start of Jurying which will commence on \_\_\_\_\_ (MM/DD/YY)

- Jury names will be finalized by the GALLERY and/or MBMAG and provided to MBMAG
- MBMAG will provide photos and details of each fully completed submitted piece of art to the GALLERY

The details provided to the GALLERY by MBMAG for the jury must include (*check all that apply*)

- Artist first and last name
- Title of artwork
- Photo of each piece of art showing entire piece from a single point of view
- Detail photo of each piece of art
- Retail price in \$US (if applicable)
- Wholesale price in \$US
- Materials used to make the artwork
- General dimensions of the artwork in  **metric**    **imperial** measurements
- Weight of each object \_\_\_\_\_
- Year the artwork was completed

- Artist Instagram account
- Artists website URL
- Whether the artwork if For Sale or NFS (if applicable)

## SECTION 7. EXHIBITION SALES TERMS *(If applicable)* **NOT applicable**

The GALLERY will notify the artist directly of a sale, via the email address of record for the artist, within \_\_\_\_\_ days of the  **sale of a piece**  **end of the EXHIBITION.**

The GALLERY will pay the artist directly, via the following selected method, within \_\_\_\_\_ days of the  **sale of a piece**  **end of the EXHIBITION.**

Payment method to artist by the GALLERY will be

- Check mailed to provided artist address
- Other (specify method and terms of delivery) \_\_\_\_\_

If the GALLERY sells a piece by an artist, that artist  **is**  **is not** encouraged to deliver another piece to the GALLERY for the EXHIBITION space

The EXHIBITION  **will**  **will not** be accompanied by a separate sales opportunity for exhibiting artists. A dimensioned description of the auxiliary sales space will be provided to MBMAG by the GALLERY if a walk through is not possible.

- Each exhibiting artist may provide \_\_\_\_\_ *(enter quantity)* pieces of art for sales in the auxiliary sales area.
- The price range for the items in the auxiliary sales area will be in the following price range  
 **any price range**  **not to exceed** \_\_\_\_\_ **\$US** *(enter amount)*
- Display cases for the auxiliary space will be provided by  
 **The GALLERY**  **MBMAG**

If the GALLERY sells a piece by an artist, that artist  **is**  **is not** encouraged to deliver another piece to the GALLERY for the auxiliary sales space  **NOT applicable**

**SECTION 8. EXHIBITION FEES**

Any and all EXHIBITION fees will be agreed upon prior to the finalization and signing of this contract.

**The GALLERY**    **MBMAG** will pay for printed postcards in the following quantity \_\_\_\_\_ at these postcard dimensions \_\_\_\_\_ (*enter postcard dimensions in inches*)

**The GALLERY**    **MBMAG** will provide food for the opening reception

**The GALLERY**    **MBMAG** will pay for music at the opening reception

The GALLERY commission rate is \_\_\_\_\_ % to the GALLERY and \_\_\_\_\_ % to the artist

Other fees and applicable deliverables: \_\_\_\_\_  
\_\_\_\_\_

**SECTION 9. EXHIBITION DISPLAY CASES AND OTHER METHODS OF DISPLAY**

**The GALLERY**    **MBMAG** will provide \_\_\_\_\_ (*enter quantity*) floor display cases

**The GALLERY**    **MBMAG** will provide \_\_\_\_\_ (*enter quantity*) wall display cases

**The GALLERY**    **MBMAG** will provide \_\_\_\_\_ (*enter quantity*) pedestals with vitrines

**The GALLERY**    **MBMAG** will provide \_\_\_\_\_ (*enter quantity*) pedestals without vitrines

Description of cases (*if necessary*)

\_\_\_\_\_  
\_\_\_\_\_

## SECTION 10. EXHIBITION ARTWORK LABELS

**The GALLERY**    **MBMAG** will provide labels for each piece of artwork in the following dimensions \_\_\_\_\_ x \_\_\_\_\_ (inches) with the following information on each label (check all that apply)

- Artist first and last name
- Title of artwork
- Retail price in \$US
- Materials used to make the artwork
- Dimensions of the artwork
- Year the artwork was completed
- Other: \_\_\_\_\_

The labels for the artworks will be on the following type of material with the following font and color and/or printing guidelines: \_\_\_\_\_

## SECTION 11. EXHIBITION EDUCATIONAL MATERIALS

The GALLERY  **will**    **will not** display Educational Materials provided by MBMAG that relate to the techniques or materials of artwork in the EXHIBITION, the theme of the EXHIBITION, or other Educational Materials agreed on between the GALLERY and MBMAG. The format and display methods for the Educational Materials will be finalized between the GALLERY and MBMAG a minimum of four (4) weeks prior to the start of the EXHIBITION.

- The GALLERY**    **MBMAG** will coordinate production of, delivery, collection, and installation of the educational materials
  - The GALLERY**    **MBMAG** will pay for production of, and all shipping and handling of, the educational materials
- Other terms specified here:

\_\_\_\_\_



## SECTION 12. EXHIBITION SETUP / TAKE DOWN

The GALLERY will accommodate the MBMAG exhibit team to install the EXHIBITION on \_\_\_\_\_ (MM/DD/YY) from \_\_\_\_\_ AM / PM (*circle one*) to \_\_\_\_\_ AM / PM (*circle one*)

The GALLERY will accommodate the MBMAG exhibit team to remove the EXHIBITION on \_\_\_\_\_ (MM/DD/YY) from \_\_\_\_\_ AM / PM (*circle one*) to \_\_\_\_\_ AM / PM (*circle one*)

MBMAG will provide a list of all exhibiting artists and artworks to the GALLERY with the delivery of the artwork in a spreadsheet with price and other agreed upon details per Section 10.

MBMAG will provide an EXHIBITION book to the gallery with artist biographies and artist statements and a list of all the pieces with retail price for each.

Upon request, MBMAG will provide a physical signature from each artist agreeing to all the terms of the EXHIBITION per Section 14.  **please provide this to the GALLERY**

OR

Upon request, MBMAG will provide a group show consignment agreement listing all the artists, and their artwork with each artists signature per Section 14.  **please provide this to the GALLERY**

One day after the EXHIBITION ends, and prior to any artwork removal for return to artists, the GALLERY will provide the MBMAG exhibit team an electronic file containing an itemized list of all items sold during the EXHIBITION. (if applicable)

## SECTION 13. EXHIBITION ADVERTISING AND COLLATERAL

MBMAG will advertise and promote the EXHIBITION on the MBMAG website, on all the MBMAG social media channels, via the MBMAG mailing list(s), via the MBMAG email list(s), and in all manners MBMAG would normally advertise and publicize any EXHIBITION or event.

The GALLERY will advertise and promote the EXHIBITION on the GALLERY website, on all the GALLERY social media channels, via GALLERY mailing list(s), via the GALLERY email list(s), via the GALLERY newsletter(s), via PR release(s), and in all manners the GALLERY would normally advertise and publicize any EXHIBITION.

The GALLERY will provide the required EXHIBITION marketing collateral (listed below) to MBMAG no later than three (3) weeks prior to the publication of the Call for Entries.

If the GALLERY requires a specific font be used for the promotion of the EXHIBITION, or on the labels of the artwork, the GALLERY will provide the font name to MBMAG no later than three (3) weeks prior to the publication of the Call for Entries.

## MBMAG Gallery Engagement Document

MBMAG (Monterey Bay Metal Arts Guild) PO Box 2468, Santa Cruz, CA 95063

mbmag.org

**The GALLERY**    **MBMAG** will design the EXHIBITION theme logo and provide JPG/JPEG or PNG files of to the other party a minimum of three (3) weeks prior to the publication of the Call for Entries.

The GALLERY will provide JPG/JPEG or PNG files of the GALLERY logo, a photo of the GALLERY facade, a photo of the GALLERY interior and any other digital files to be used by MBMAG for marketing and PR a minimum of three (3) weeks prior to the publication of the Call for Entries.

**The GALLERY**    **MBMAG** will design the EXHIBITION postcard and provide digital copies to the other party in printer ready format and in electronic distribution (email, social media, et cetera) format a minimum of four (4) weeks prior to the start of the EXHIBITION.

The GALLERY will provide the aforementioned documents and high resolution digital images (JPG/JPEG or PNG) listed below, to the MBMAG via (*select one*)

**Dropbox**    **email to** [exhibits@mbmag.org](mailto:exhibits@mbmag.org)

### SECTION 14. LOAN OR CONSIGNMENT AGREEMENT

Artwork in the EXHIBITION is considered to be  **consigned**    **on loan** to the GALLERY.  
(*only select 'on loan' option for Museum exhibitions; select both if both apply*)

MBMAG and the GALLERY will require a  **physical**    **electronic** signature from the each EXHIBITION artist on

a Loan or Consignment Agreement **fully incorporated into** MBMAG's Artist Agreement

OR

a Loan or Consignment Agreement **separate from** MBMAG's Artist Agreement

The GALLERY will provide their loan agreement or consignment form to MBMAG a minimum of four (4) weeks prior to the publication of the EXHIBITION Call for Entries.

The GALLERY will review and approve the final Artist's Agreement a minimum of three (3) weeks prior to the publication of the EXHIBITION Call for Entries.

### SECTION 15. GENERAL CONTRACT TERMS

If the GALLERY requests, MBMAG will provide email, phone #, and names of artists for emergency contact purposes only (not for adding to a mailing or email list.)

If the amount of payment for an artwork sale warrants, the GALLERY will provide each artist a 1099-MISC form from the GALLERY complying with all laws, rules and regulations applicable to any sales performed under this contract.

# MBMAG Gallery Engagement Document

MBMAG (Monterey Bay Metal Arts Guild) PO Box 2468, Santa Cruz, CA 95063

mbmag.org

The GALLERY agrees to protect, indemnify, defend and hold harmless MBMAG, the MBMAG Board of Directors, all MBMAG agents or representatives including all MBMAG members against all claims, losses or damages to persons or property, governmental charges or fines, and costs including attorney fees that arise out of or are in any way connected with the EXHIBITION.

MBMAG or the GALLERY may cancel this contract due to unforeseen circumstances with a minimum 30 day notice prior the EXHIBITION start date.

My signature below is my, the legally recognized GALLERY Representative, agreement to the terms listed in this 11 page contract. I, the legally recognized GALLERY Representative, agree that all information in this 11 page contract is accurate.

### ACCEPTED AND AGREED:

By: \_\_\_\_\_ Date \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
GALLERY Representative

By: \_\_\_\_\_ Date \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
MBMAG Representative

## GALLERY CONTACT INFORMATION

Name(s) of GALLERY representative(s) :

If more than one, designate primary contact:

Office Phone #(s):

Email Address(es):

Preferred Contact Method:

## **MBMAG Gallery Engagement Document**

MBMAG (Monterey Bay Metal Arts Guild) PO Box 2468, Santa Cruz, CA 95063

mbmag.org

### **GALLERY LOCATION**

Street Address:

City, State, & Zip Code:

Website Address:

Instagram Account:

### **MBMAG CONTACT INFORMATION**

Name(s):

Phone #(s):

Email Address(s):

Preferred Contact Method:

## Appendix A: MBMAG PHOTO SUBMISSION GUIDELINES

Uploaded images will be used for jurying, online PR, and print media for this EXHIBITION

Each artist may upload **two images per piece (one of those is a detail shot)**

### File Formats:

Images will be accepted in either of the two file formats

- JPG/JPEG: If uploading images in this file format, use *maximum quality* compression (if a minimum level 8 or higher, ideally at absolute max) when saving your image
- PNG: If uploading images as PNG files, they should be 8-bit and non-interlaced

### Image Requirements:

The following image requirements apply to all images being uploaded

- Use a **plain, solid white background**. If the artwork blends in too much with a white background (a white object or clear surfaces, for example), use a neutral gray background.
- Remove all objects, logo, etc that can be used to identify you because this is an anonymous jury situation
- 1920 px **minimum** dimension on shortest side
- 4000 px **maximum** on longest side
- File size must be < 5MB
- Leave blank space around your piece for future cropping
- Layout your piece to include any clasps you'd like to show in the focus/center area

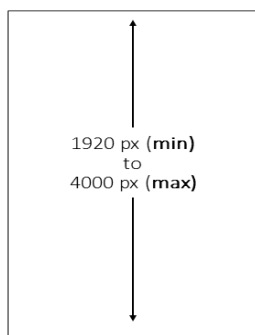


Photo height range  
(minimum to maximum)

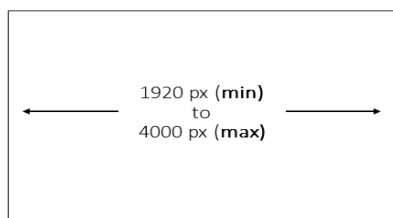
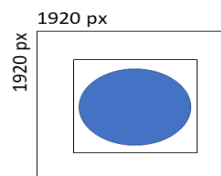
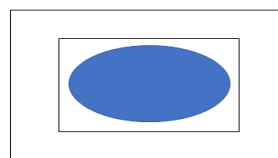


Photo width range  
(minimum to maximum)



Square example. Leave blank space around your piece in the photo



Rectangular example. Leave blank space around your piece in the photo

### File Naming Guidelines:

File names must include the artist's last name, the artwork name or descriptor, and the number of image per piece (if you are submitting more than one photo of the same piece):

E.g. for the **first submitted piece** by Maggie **Smith** which is "**Enchanted**" Fibula =>

File name for file #1: **Smith\_Enchanted\_01.jpg**

File name for file #2: **Smith\_Enchanted\_02.jpg**

E.g. for the **second submitted piece** by Maggie **Smith** which is "**Leaves**" Pendant =>

File name for file #1: **Smith\_Leaves\_01.jpg**

File name for file #2: **Smith\_Leaves\_02.jpg**

## Appendix B: ALL EXHIBITION DELIVERABLE DEADLINES

Item #	Refer to Section:	Deliverable From	Deliverable To	EXHIBITION Deliverable Description	# Days or # Weeks Prior to Milestone	Event Milestone
1	1	MBMAG & GALLERY	MBMAG & GALLERY	Theme finalized	3 wks	Call for Entries Publication
2	1	MBMAG & GALLERY	MBMAG & GALLERY	EXHIBITION dates finalized	3 wks	Call for Entries Publication
3	4	GALLERY	MBMAG	Gallery insurance agreement	3 wks	Call for Entries Publication
4	5	MBMAG	GALLERY	Preview copy of Call for Entries electronic documents	10 days	Call for Entries Publication
5	5	GALLERY	MBMAG	Final feedback on Call for Entries electronic documents	6 days	Call for Entries Publication
6	5	GALLERY	MBMAG	Gallery insurance agreement	3 wks	Call for Entries Publication
7	10	GALLERY OR MBMAG	GALLERY	Artwork labels	1 wk	EXHIBITION start
8	13	MBMAG OR GALLERY	MBMAG OR GALLERY	EXHIBITION theme logo finalized	3 wks	Call for Entries Publication
9	13	GALLERY	MBMAG	Specific font name to be used for EXHIBITION promotion	3 wks	Call for Entries Publication
10	13	GALLERY	MBMAG	Gallery logo	3 wks	Call for Entries Publication
11	13	GALLERY	MBMAG	Gallery façade photo	3 wks	Call for Entries Publication
12	13	GALLERY	MBMAG	Gallery interior photo	3 wks	Call for Entries Publication
13	14	GALLERY	MBMAG	Loan and/or consignment agreement	4 wks	Call for Entries Publication
14	14	GALLERY	MBMAG	Final approval of EXHIBITION loan and/or consignment agreement	3 wks	Call for Entries Publication
15	8	MBMAG & GALLERY	MBMAG & GALLERY	Finalize all EXHIBITION fees	prior to signature	Signed EXHIBITION Contracts
16	6	MBMAG	JURY or GALLERY	Artwork details & photos (if applicable)	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
17	6	MBMAG &/or GALLERY	MBMAG &/or GALLERY	Jury names & contact details	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
18	5	MBMAG	GALLERY	Notice of sufficient # of artists	___ week(s)	Start of EXHIBITION
19	6	JURY	MBMAG & GALLERY	Notice of sufficient # of accepted artworks	___ week(s)	Start of EXHIBITION
20	6	JURY	MBMAG & GALLERY	Jury results with artists and artwork details	___ week(s)	Start of EXHIBITION
21	11	MBMAG & GALLERY	MBMAG & GALLERY	Finalize general content & types of educational display materials	4 wks	Start of EXHIBITION
22	12	MBMAG	GALLERY	EXHIBITION book with artist biographies and artists statements	___ day(s)	Start of EXHIBITION
23	13	MBMAG OR GALLERY	Postcard printer &	Provide electronic copy of Print ready digital postcard files	4 wks	Start of EXHIBITION
24	7	GALLERY	artist(s)	Payment to the artist(s) for item(s) sold	within ___ days after the sale of the artwork or ___ days after the EXHIBITION end	Artwork sale(s)
25	7	GALLERY	artist(s)	Notify the artist(s) of item(s) sold	within ___ days after the sale of the artwork(s)	Artwork sale(s)
26	7, 12	GALLERY	MBMAG	Provide electronic itemized list of all items sold	1 day after EXHIBITION end	EXHIBITION end

**Appendices C – G are Subsets of Appendix B**

**Appendix C: JURY Deliverable Deadlines for Juried EXHIBITION**

Item #	Refer to Section:	Deliverable From	Deliverable To	EXHIBITION Deliverable Description	# Days or # Weeks Prior to Milestone	Event Milestone
15	6	MBMAG	JURY or GALLERY	Artwork details & photos (if applicable)	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
18	6	JURY	MBMAG & GALLERY	Notice of sufficient # of accepted artworks	___ week(s)	Start of EXHIBITION
19	6	JURY	MBMAG & GALLERY	Jury results with artists and artwork details	___ week(s)	Start of EXHIBITION

**Appendix D: Deliverable Deadlines TO GALLERY for EXHIBITION**

Item #	Refer to Section:	Deliverable From	Deliverable To	EXHIBITION Deliverable Description	# Days or # Weeks Prior to Milestone	Event Milestone
1	1	MBMAG & GALLERY	MBMAG & GALLERY	Theme finalized	3 wks	Call for Entries Publication
2	1	MBMAG & GALLERY	MBMAG & GALLERY	EXHIBITION dates finalized	3 wks	Call for Entries Publication
4	5	MBMAG	GALLERY	Preview copy of Call for Entries electronic documents	10 days	Call for Entries Publication
7	10	MBMAG OR GALLERY (select one)	GALLERY	Artwork labels	1 wk	Start of EXHIBITION
14	13	MBMAG OR GALLERY (select one)	MBMAG OR GALLERY (select one)	EXHIBITION theme logo finalized	3 wks	Call for Entries Publication
15	8	MBMAG & GALLERY	MBMAG & GALLERY	Finalize all EXHIBITION fees	prior to signature	Signed EXHIBITION Contracts
16	6	MBMAG	JURY or GALLERY	Artwork details & photos (if applicable)	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
17	6	MBMAG &/or GALLERY	MBMAG &/or GALLERY	Jury names & contact details	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
18	5	MBMAG	GALLERY	Notice of sufficient # of artists	___ week(s)	Start of EXHIBITION
19	6	JURY	MBMAG & GALLERY	Notice of sufficient # of accepted artworks	___ week(s)	Start of EXHIBITION
20	6	JURY	MBMAG & GALLERY	Jury results with artists and artwork details	___ week(s)	Start of EXHIBITION
21	11	MBMAG & GALLERY	MBMAG & GALLERY	Finalize general content & types of educational display materials	4 wks	Start of EXHIBITION
22	12	MBMAG	GALLERY	EXHIBITION book with artist biographies and artists statements	___ day(s)	Start of EXHIBITION

## Appendix E: Deliverable Deadlines FROM GALLERY for EXHIBITION

Item #	Refer to Section:	Deliverable From	Deliverable To	EXHIBITION Deliverable Description	# Days or # Weeks Prior to Milestone	Event Milestone
1	1	MBMAG & GALLERY	MBMAG & GALLERY	Theme finalized	3 wks	Call for Entries Publication
2	1	MBMAG & GALLERY	MBMAG & GALLERY	EXHIBITION dates finalized	3 wks	Call for Entries Publication
3	4	GALLERY	MBMAG	Gallery insurance agreement	3 wks	Call for Entries Publication
5	5	GALLERY	MBMAG	Final feedback on Call for Entries electronic documents	6 days	Call for Entries Publication
6	5	GALLERY	MBMAG	Gallery consignment agreement	3 wks	Call for Entries Publication
7	13	MBMAG OR GALLERY (select one)	MBMAG OR GALLERY (select one)	EXHIBITION theme logo finalized	3 wks	Call for Entries Publication
8	13	GALLERY	MBMAG	Specific font name to be used for EXHIBITION promotion	3 wks	Call for Entries Publication
9	13	GALLERY	MBMAG	Gallery logo	3 wks	Call for Entries Publication
10	13	GALLERY	MBMAG	Gallery façade photo	3 wks	Call for Entries Publication
11	13	GALLERY	MBMAG	Gallery interior photo	3 wks	Call for Entries Publication
12	14	GALLERY	MBMAG	Loan and/or consignment agreement	4 wks	Call for Entries Publication
13	14	GALLERY	MBMAG	Final approval of EXHIBITION loan and/or consignment agreement	3 wks	Call for Entries Publication
14	8	MBMAG & GALLERY	MBMAG & GALLERY	Finalize all EXHIBITION fees	prior to signature	Signed EXHIBITION Contracts
16	6	MBMAG &/or GALLERY	MBMAG &/or GALLERY	Jury names & contact details	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
20	11	MBMAG & GALLERY	MBMAG & GALLERY	Finalize general content & types of educational display materials	4 wks	Start of EXHIBITION
22	13	MBMAG OR GALLERY (select one)	Postcard printer & MBMAG artists	Provide electronic copy of Print ready digital postcard files	4 wks	Start of EXHIBITION
23	7	GALLERY	artist(s)	Payment to the artist(s) for item(s) sold	within ___ days after the sale of	Artwork sale(s)
24	7	GALLERY	artist(s)	Notify the artist(s) of item(s) sold	within ___ days after the sale of the artwork(s)	Artwork sale(s)
25	7, 12	GALLERY	MBMAG	Provide electronic itemized list of all items sold	1 day after EXHIBITION end AND prior to removal of any artwork	EXHIBITION end



## Appendix F: Deliverable Deadlines TO MBMAG for EXHIBITION

Item #	Refer to Section:	Deliverable From	Deliverable To	EXHIBITION Deliverable Description	# Days or # Weeks Prior to Milestone	Event Milestone
1	1	MBMAG & GALLERY	MBMAG & GALLERY	Theme finalized	3 wks	Call for Entries Publication
2	1	MBMAG & GALLERY	MBMAG & GALLERY	EXHIBITION dates finalized	3 wks	Call for Entries Publication
3	4	GALLERY	MBMAG	Gallery insurance agreement	3 wks	Call for Entries Publication
5	5	GALLERY	MBMAG	Final feedback on Call for Entries electronic documents	6 days	Call for Entries Publication
6	5	GALLERY	MBMAG	Gallery consignment agreement	3 wks	Call for Entries Publication
7	13	MBMAG OR GALLERY (select one)	MBMAG OR GALLERY (select one)	EXHIBITION theme logo finalized	3 wks	Call for Entries Publication
8	13	GALLERY	MBMAG	Specific font name to be used for EXHIBITION promotion	3 wks	Call for Entries Publication
9	13	GALLERY	MBMAG	Gallery logo	3 wks	Call for Entries Publication
10	13	GALLERY	MBMAG	Gallery façade photo	3 wks	Call for Entries Publication
11	13	GALLERY	MBMAG	Gallery interior photo	3 wks	Call for Entries Publication
12	14	GALLERY	MBMAG	Loan and/or consignment agreement	4 wks	Call for Entries Publication
13	14	GALLERY	MBMAG	Final approval of EXHIBITION loan and/or consignment agreement	3 wks	Call for Entries Publication
14	8	MBMAG & GALLERY	MBMAG & GALLERY	Finalize all EXHIBITION fees	prior to signature	Signed EXHIBITION Contracts
16	6	MBMAG &/or GALLERY	MBMAG &/or GALLERY	Jury names & contact details	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
18	6	JURY	MBMAG & GALLERY	Notice of sufficient # of accepted artworks	___ week(s)	Start of EXHIBITION
19	6	JURY	MBMAG & GALLERY	Jury results with artists and artwork details	___ week(s)	Start of EXHIBITION
20	11	MBMAG & GALLERY	MBMAG & GALLERY	Finalize general content & types of educational display materials	4 wks	Start of EXHIBITION
22	13	MBMAG OR GALLERY (select one)	Postcard printer & MBMAG artists	Provide electronic copy of Print ready digital postcard files	4 wks	Start of EXHIBITION
25	7, 12	GALLERY	MBMAG	Provide electronic itemized list of all items sold	1 day after EXHIBITION end AND prior to removal of any artwork	EXHIBITION end

## Appendix G: Deliverable Deadlines FROM MBMAG for EXHIBITION

Item #	Refer to Section:	Deliverable From	Deliverable To	EXHIBITION Deliverable Description	# Days or # Weeks Prior to Milestone	Event Milestone
1	1	MBMAG & GALLERY	MBMAG & GALLERY	Theme finalized	3 wks	Call for Entries Publication
2	1	MBMAG & GALLERY	MBMAG & GALLERY	EXHIBITION dates finalized	3 wks	Call for Entries Publication
4	5	MBMAG	GALLERY	Preview copy of Call for Entries electronic documents	10 days	Call for Entries Publication
7	13	MBMAG OR GALLERY (select one)	MBMAG OR GALLERY (select one)	EXHIBITION theme logo finalized	3 wks	Call for Entries Publication
14	8	MBMAG & GALLERY	MBMAG & GALLERY	Finalize all EXHIBITION fees	prior to signature	Signed EXHIBITION Contracts
15	6	MBMAG	JURY or GALLERY	Artwork details & photos (if applicable)	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
16	6	MBMAG &/or GALLERY	MBMAG &/or GALLERY	Jury names & contact details	___ week(s)	Start of Jurying (if applicable) or Start of EXHIBITION
17	5	MBMAG	GALLERY	Notice of sufficient # of artists	___ week(s)	Start of EXHIBITION
20	11	MBMAG & GALLERY	MBMAG & GALLERY	Finalize general content & types of educational display materials	4 wks	Start of EXHIBITION
21	12	MBMAG	GALLERY	EXHIBITION book with artist biographies and artists statements	___ day(s)	Start of EXHIBITION
22	13	MBMAG OR GALLERY (select one)	Postcard printer & MBMAG artists	Provide electronic copy of Print ready digital postcard files	4 wks	Start of EXHIBITION

## **Appendix H: Sample Group Consignment Agreement**

Gallery LOGO HERE

Gallery name here,

Gallery street address here

Gallery URL • Gallery email address • Gallery phone #

**Consignment Agreement between GALLERYNAME and the Artists of MBMAG listed in this document**

By agreeing to consign art for the *showNAMEHERE* exhibit [+ sale], each artist agrees to consign to GALLERYNAME the listed objects, which each artist owns free and clear.

GALLERYNAME will receive 40% and artists will receive 60 % of retail price unless otherwise specified. Consigned art will be insured at 50% of the retail price during the possession of such work by GALLERYNAME. The artist agrees to the terms, conditions, and limitations of the GALLERYNAME insurance policy.

Payment due from the sales will be forwarded to the artist within the first 15 days of the month following the month of the sale.

The artist will retain all copyright rights of their artwork. The artist agrees to allow GALLERYNAME reproduction of all or portions of the artwork for advertising and promotional purposes.

The GALLERYNAME, acting in cooperation with the artist, will provide publicity appropriate to the exhibition or event. The artist agrees to promote their work at the GALLERYNAME on social media etc. whenever possible.

Consignment term is NN days, to be reviewed monthly for extension. Dates of initial consignment terms:

(Month, day, year) \_\_\_\_\_ to \_\_\_\_\_

MBMAG exhibition organizer          Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

GALLERY representative          Signature \_\_\_\_\_ Date \_\_\_\_\_

**exhibitName** exhibit [+ sale ]

Artist Name and Description of Work

Item #	Artist Name	Piece / Title	Retail Price*	Type of Work	Dimensions	Materials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

\* Retail prices are in \$US

**exhibitName** exhibit [+ sale ]

Artist Name and Description of Work

Item #	Artist Name	Piece / Title	Retail Price*	Type of Work	Dimensions	Materials
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

**exhibitName** exhibit [+ sale ]

Artist Name and Description of Work

Item #	Artist Name	Piece / Title	Retail Price*	Type of Work	Dimensions	Materials
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						

\*Retail prices are in \$US

***exhibitName*** exhibit [+ sale ]

Artist Name and Contact Information

Artist Name	Phone #	Email Address	Address	Website	Instagram (@)	Other



***exhibitName*** exhibit [+ sale ]

Artist Name and Signature Agreeing to the Terms of this Consignment Agreement

<b>Artist Name / Business Name Printed</b>	<b>Artist Signature</b>	<b>Date</b>

**Appendix J: Sample Label and Records Form**

# EXHIBITNAME Labels and Records Form

GALLERYNAME, GALLERY CITY & STATE

<b>Jury Status</b> <i>(if applicable)</i>	<b>Piece # 1</b>	<b>ArtistFirstName ArtistLastName</b>
	Title	Title of Piece 1
	Type of Work	[ring, pendant, brooch, necklace, object, sculpture, earrings, bracelets, other]
	Media	materials used to make piece
	Retail Price (\$US)	#,###.##

<b>Jury Status</b> <i>(if applicable)</i>	<b>Piece # 2</b>	<b>ArtistFirstName ArtistLastName</b>
	Title	Title of Piece 2
	Type of Work	[ring, pendant, brooch, necklace, object, sculpture, earrings, bracelets, other]
	Media	materials used to make piece
	Retail Price (\$US)	#,###.##

<b>Jury Status</b> <i>(if applicable)</i>	<b>Piece # 3</b>	<b>ArtistFirstName ArtistLastName</b>
	Title	Title of Piece 3
	Type of Work	[ring, pendant, brooch, necklace, object, sculpture, earrings, bracelets, other]
	Media	materials used to make piece
	Retail Price (\$US)	#,###.##

<b>Jury Status</b> <i>(if applicable)</i>	<b>Piece # 4</b>	<b>ArtistFirstName ArtistLastName</b>
	Title	Title of Piece 4
	Type of Work	[ring, pendant, brooch, necklace, object, sculpture, earrings, bracelets, other]
	Media	materials used to make piece
	Retail Price (\$US)	#,###.##

<b>Jury Status</b> <i>(if applicable)</i>	<b>Piece # 5</b>	<b>ArtistFirstName ArtistLastName</b>
	Title	Title of Piece 5
	Type of Work	[ring, pendant, brooch, necklace, object, sculpture, earrings, bracelets, other]
	Media	materials used to make piece
	Retail Price (\$US)	#,###.##

[If your artwork is juried into the show, ]sign to agree to the following statement and return it in the bag or box in which you submit your work. **You will also be asked to sign a Group Consignment Page when you drop off your artwork.**

I agree that I will not hold accountable any person or the MBMAG board if my work is not accepted into the exhibition due to not meeting entry criteria or standards. I will not hold MBMAG liable for any loss or damage of work in transit to or from GALLERYNAME. I agree to the GALLERYNAME consignment terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
ArtistFirstName ArtistLastName

**If your artwork is juried into the show, print out 2 copies of this completed form and follow these instructions:**

Clip one copy apart and place each label for the piece(s) that was/were juried into the show in a separate plastic bag or box **with the associated [juried] piece(s) [that was/were accepted into the show]**. Do NOT attach any forms to your work with glue. Sign and date the second copy and place it in the bag or box you submit your work in. Include printed copies of your Artists Statement and Artist Bio. You are encouraged to include photos of the submitted artwork in your single page Artist Statement. The Artist Bio should also be a single page. If you need to update your Labels & Records information[, this may not be possible because this is a juried show. S] send an email with a detailed description of the changes and your contact info to exhibits@mbmag.org Watch your email for any changes to the drop off dates and times posted on the mbmag.org website

## **Appendix K: About the Guild**



## Monterey Bay Metal Arts Guild (MBMAG)

### Mission Statement

The mission of MBMAG is to celebrate the ancient and noble pursuit of fine metalworking by conducting public education programs, workshops, and exhibitions of metal artwork.

### Background

The MBMAG is supported by two college level educational institutions: Cabrillo College and the Monterey Peninsula College; by members who have graduated with Bachelor and Master of Fine Arts degrees from San Jose State University, San Diego State University, Humboldt State University, Long Beach State University, and the University of California at Santa Cruz. Several members are currently instructors in these same institutions. MBMAG is a federally recognized 501(c)4 non-profit organization.

### Members

Members are in prestigious collections such as the Smithsonian Museum (Albion Smith) and The Oakland Museum's Contemporary California Collection (Theresa Brown, Dawn Nakanishi, Jose Santana, and Lynda Watson).

Members exhibit nationally and internationally (Sherry Cordova, Angela Gleason, Lynn Guenther, Ina Hohensee, Dawn Nakanishi, Lynda Watson, and others.)

Members participate nationally in highly competitive trade markets in Baltimore, San Francisco, Philadelphia and Seattle (Lynn Guenther, Kay Morrison and others.)

Members teach workshops and college level courses (Patricia Accorinti, Pat Evans, Angela Gleason, Dawn Nakanishi, Jeanie Pratt, Merry-Lee Rae, Karen Olsen Ramsey, and others.)

Members have been finalists in international design competitions (Sherry Cordova, Jeanie Pratt, Merry-Lee Rae, Kent Raible, Karen Olsen Ramsey, and others.)

**We invite you to visit our website** for membership, workshop and exhibit information

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