



ARTIST RESPONSIBILITIES*

PLEASE READ THE FOLLOW CAREFULLY and Be Sure to make a copy for yourself.

_____ **An artist statement and bio are required and may be used for press release.**

_____ **Sales are between the artist and the buyer. Submit sales tax (7%) for items sold to NCA. Send check payable to NCA, to Judith Aratoli Tully at 27 Kimberly Lane, Queensbury NY, 12804.**

_____ The Gallery may reject any artwork from installation if it imposes a safety issue or if it is **deemed to be inappropriate by the NCA Board**

_____ The Gallery is not responsible for the theft or damage of any artwork.

_____ A list of artwork, for the creation of labels, should include the title and medium and must be sent to the gallery contact, Robin Brewer, at elizabeth122935@gmail.com , at least 30 days prior to the show's opening, unless you prefer to do them yourself.

_____ The Artist(s) **must be present** during the installation of artwork. We ask that the exhibiting Artist(s) participate if physically possible. We recommend that you **visit the gallery prior to the installation to review the space.**

_____ Artists are responsible for all packaging and transportation costs associated with the delivery and removal of artwork.

_____ Two-dimensional works must have a wire on the back to hang the piece. Three-dimensional works must be secured to a base and balanced securely.

_____ Artists may create their own postcards but **must include the NCA logo** which will be provided .

_____ Artists must maintain a supply of business cards and/ or contact information at the Gallery.

_____ **Artists are encouraged to provide an opening reception. You are responsible for light refreshments and supplies, if you choose to have one.**

Receptions are generally held on the Friday following the installation of the artwork, from 5 - 7pm.

****Artists may be notified of additional requirements after acceptance.***

NCA has the authority to dismiss any application that is not submitted in full. We will NOT accept applications that are missing information. **The 2nd Floor Gallery is a NCA Members Gallery. If you are accepted and you are not a member of NCA, you are required to become an NCA member.**

To complete the application, please sign below:

ARTIST'S NAME & DATE