

Thank you for participating in the USPS Art Project and supporting the Postal Service! The exhibition at Art Gym Denver will run November 5<sup>th</sup>-15<sup>th</sup>, 2020.

Important Information:

Deadline to receive MAILED projects: October 31st, 2020

Mailing Address:

Art Gym Denver  
C/O Ilan Gutin  
1460 Leyden Street  
Denver, CO 80221

Exhibition Dates: November 5-15, 2020, Hours will be by appointment Monday-Friday 9am-6pm.

Pick Up Locations and Dates:

Art Gym Denver  
1460 Leyden Street  
Denver, CO 80221

Hours are by Appointment, Schedule pick-up by emailing [galler@artgymdenver.com](mailto:galler@artgymdenver.com) starting November 16<sup>th</sup>.

Shipping: Works can be returned if you have indicated as such on the submission form in advance and have provided a prepaid shipping label or proof of donation to the [GoFundMe](https://www.gofundme.com/f/usps-art-project) (<https://www.gofundme.com/f/usps-art-project>) account to cover the costs of shipping.

All artwork must be ready to hang or install - please include appropriate hardware for installing. For unframed works on paper we will use magnets or clips in our supply.

All artwork must be labeled on the back with collaborating artist names, email address, artwork title, and date. The gallery will retain 30% from any sales and the artist will receive the remaining 70%.

This letter will serve as our agreement.

## Release of Liability Form

**THIS AGREEMENT** (Agreement) is effective as of the latest date shown in the signature block below, by and between the artist name (Artist) and Art Gym Denver, represented by the gallery manager (Exhibitor) as shown in the signature block below. Artist and Exhibitor desire to enter into an arrangement whereby Artist will provide works of art to Exhibitor for display under the terms and conditions as stated below.

**TERMS AND CONDITIONS:** The duration (Term) of this Agreement shall commence as of the latest date shown in the signature block below, and shall continue until the exhibition is completed. Artist shall deliver to Exhibitor the works of art listed in Appendix A of this Agreement for exhibit on premises by Exhibitor during the Term of the exhibition located at:

Art Gym Denver  
1460 Leyden Street  
Denver, CO 80221

Exhibition Dates: November 5-15, 2020, Hours will be by appointment Monday-Friday 9am-6pm.

Artists must abide by the delivery and pick-up dates. There is no storage at the exhibition space. Artwork left after the exhibit, without Exhibitor's written consent, will be subject to a storage charge of \$2/day and will be donated to a worthy cause after two months.

Art must be original and must remain in the exhibition for the entire show. Two-dimensional artwork must be ready to hang. If artwork requires special equipment for display, Artist must supply those items.

Please understand that we cannot use any material damaging our walls. We have several other options, including a professional gallery hanging system, so your artwork will be exhibited professionally. Exhibitor is not responsible for any artwork damaged, broken or stolen while in transit to and from the exhibition.

If any work of art included in this exhibition is sold as a result of and during the Term of this exhibition, 70% will go to the Artist within 30 days of the end of the exhibit.

Exhibitor will professionally hang and label the exhibition as well as provide marketing and public relations support (broadcast email artwork, press releases and fact sheets distributed to its proprietary lists, along with online listings, social media posts, etc.)

**RECITALS:** Both parties represent and warrant they have the right and power to enter into and fully perform the terms and provisions of this Agreement, and will not enter into any agreement interfering with the full and prompt performance of their obligations hereunder. Each party warrants its participation in this Agreement does not create any conflict of interest, and shall promptly notify the other party if any such conflict arises during the Term. This Agreement supersedes any and all prior agreements, between the parties, constitutes the entire agreement between the parties, and cannot be modified

except by written instrument. This Agreement shall be binding upon and inure to the benefit of the parties hereto, and their respective and permitted heirs, successors and assigns. This Agreement in all respects shall be governed and construed in accordance with the laws of the State of Colorado, and the venue for any disputes or arbitration shall be in a court situated in Denver County, Colorado. This instrument constitutes the sole and only agreement of the parties relating to the subject matter hereof and correctly sets forth the rights, duties, and obligations of each to the other as of its date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.

The Artist agrees to display, pack, transport and provide for the return of the Artist's artwork at the Artist's sole risk, cost and expense.

No artwork will be considered for display without this signed form.

I have read the Exhibition Agreement and the Release of Liability and agree to the terms outlined in this Release.