



## **Guidelines for Exhibitors**

1. Delivery/pickup hours are Thursday through Sunday 10:00 am to 4:00 pm unless alternative arrangements are made.
2. Two-dimensional works must be framed using plexiglas. If framing with glass, CART is not responsible for broken or damaged glass, frames, or artwork.
3. CART utilizes a rail system for hanging artwork. Therefore, all hangable work must be fixed with a wire hanging system. CART is not responsible for damage to work utilizing a sawtooth or hook hanging system.
4. All work shipped must include prepaid return labels and shipping instructions. All shipping packages must be insured. All works sent by a common carrier (UPS preferred) must be accompanied by a pre-paid return shipping label and meet UPS specifications for size and sturdiness.
5. Artwork that requires return shipment but does not include pre-paid shipping labels will be assessed a handling fee up to \$50.00 in addition to return costs.
6. All received artwork will be thoroughly inspected upon delivery. If damage or deterioration is noted, you will be notified at once. Should damage occur in transit, the carrier will also be notified and all packing materials saved for inspection. Any damaged occurring in transit during the return of objects to you should be reported to CART and to the carrier.
7. Artwork is insured against loss or damage (unless due to faulty workmanship or materials not matching previously mentioned guidelines). However, work is only insured at assessed insurance value unless work has been appraised by a certified appraiser. Artists must maintain their own insurance to protect their unappraised work at retail value. CART is not responsible for damage or theft of work while in transit.
8. Art must be delivered to CART two weeks prior to exhibition opening date. Arrangements to retrieve work will be made within the first week after the shows conclusion. After a show concludes, artists have two weeks to collect their work. Artists may be charged a storage fee for art not collected with the mentioned collection period.

9. Work left at CART 30 days after the exhibit ends or where no return shipping or arrangements have been made will become the property of CART.
10. The retail price of each piece is set by you and will not be altered CART without your permission. We expect that this price is no higher than what you would sell the piece for elsewhere. CART will retain a 35% commission on all work sold. This includes work sold on the post show Internet listing.
11. All received works must be clearly labeled with a tag on the back of each. Any pieces that are not clearly labeled may be excluded from the exhibit. Labels will include: Artist name, title of work, media, and sale price.
12. Artwork is and will remain your property until sold. Sale of the work does not constitute transfer of copyright.
13. CART assumes the right to photograph works on display for publicity, educational, and archival purposes.
14. All work will remain in CART, as installed, until the exhibit closes. No work will be accepted late or picked up early.
15. CART reserves the right to omit any artwork from exhibition, for any reason, without notice.



