

**Terryberry Gallery and Artist Contract** 24 Ransom NE Grand Rapids, MI 49503  
P 616.459.2224 F 616.459.6445 [www.scmc-online.org](http://www.scmc-online.org) Gallery Manager: Cheri McClain-Beatty [cheri@scmc-online.org](mailto:cheri@scmc-online.org)

This agreement is made between Terryberry Gallery and \_\_\_\_\_

---

Address	City	State	Zip	Phone
Fax	Email	Website		

---

**PROMOTION:**

**The artist agrees to:**

- Print promotional postcards at her/his own expense, provide postage and send cards to his/her personal mailing list.
- Provide a specified number of stamped postcards that Terryberry Gallery will send from SCMC to its own mailing list.
- Send press releases to local media outlets.

Information on all promotional materials must include:

Terryberry Gallery  
Lower level of St. Cecilia Music Center  
24 Ransom NE  
Grand Rapids, MI 49503

Gallery hours are 9 a.m.-5 p.m. Monday-Friday  
Call 616.459.2224 for evening and weekend hours

- Send Terryberry Gallery, three months before exhibit date, a current artist bio, artist statement and three high-resolution, 300 dpi, electronic photo files of her/his artwork for use in calendar listings, e-blasts and on website.

**Terryberry Gallery agrees to:**

- Send an e-blast to Terryberry Gallery email list announcing the exhibit and artist reception.
- Submit calendar listings to *Grand Rapids Magazine* and *On-the-Town*.
- Post exhibit and reception information on [www.scmc-online.org](http://www.scmc-online.org).

**INSTALLATION:**

**The artist agrees to:**

- Install the exhibit at Terryberry Gallery on \_\_\_\_\_ and remove the exhibit on \_\_\_\_\_. Arrangements can be made for SCMC staff assistance.

- Provide any nylon line required beyond 25 pounds.
- Affix a "sticky-tacked" wall label next to each piece that lists title, artist, media and price.
- Provide gallery manager with a complete inventory list of all artwork exhibited. No more than two NFS works may be displayed.

**SECURITY:**

**Terryberry Gallery agrees to:**

- Staff gallery with SCMC personnel during normal business hours and on evenings and weekends that the building is open.
- Evaluate each piece for security and safety to the piece and to SCMC guests and students.