

Agreement between Artomé, LLC & Patrick McGaheran_(Clinton Township,Nj)

This agreement identifies the responsibilities of each party with respect to the **Art Show**

Date: 05/29/2019

Artomé's Responsibilities:

- Provide Artomé art paper to the School by the date requested by School;
- Provide shipping label for artwork about a week prior to shipping date;
- Frame each piece of art that the School has created *in the order it is received*;
- Attach a gallery tag, which has been filled out by the School, to each piece of framed artwork that identifies each child and their respective grade & teacher;
- Set up displays and artwork in the School's designated event area;
- Provide Artomé representative(s) during the Art Show (**Exceptions:** preschools, multi-day shows, & previously agreed upon Un-Manned Art Shows);
- Create supplemental, digital promotional materials to help the school promote the Art Show;
- Perform a physical count of all frames, in the company of a School representative, prior to and immediately following the Art Show. This count may include some quantity of blank frames made available to frame reproductions of artwork;
- Remove displays and un-purchased artwork following the show, Artomé requires 1.5 hours for show breakdown;
- Remove all un-purchased artwork from frames at Artomé facilities and return artwork to the School within 10 days following the Art Show or Post-Show;
- Create an invoice at the price of \$19 per frame sold plus sales tax.** Frames sold **after** the show will cost \$21 plus sales tax** to cover shipping and handling costs. This invoice shall be paid by the School to Artomé no later than 10 days following the Art Show.

School's Responsibilities:

- Determine the Art Show price for each piece of framed artwork;
 - Artwork must be created on Artomé's art paper or attached to Artomé's art paper in the designated place;
 - Complete all the **gallery tags** for each piece of artwork identifying the child and respective grade & teacher. **Please ensure that all requested information is filled in. An administrative fee will be assessed if Artomé staff must fill in this information.** Please reference our Teacher Resources Page on our website for more information;
 - *Organize your artwork in the order you want it to be displayed at your Art Show. Artomé will frame it in the order in which it is received;*
 - Collect all artwork and ship no later than **2 weeks** prior to Art Show Date to Artomé's facility using shipping label(s) provided. All artwork must be shipped together in ONE shipment;
- NOTE: We understand that various circumstances may require that we frame a small number of pieces at your school during set-up for your Art Show. However, if our Art Show crew must frame a larger number of pieces (e.g.: More than 10 pieces), then it may cause your show to not get set-up on time and a fee of \$1.00 per piece will be billed. Additionally, all artwork framed at

the show will be grouped and displayed in a separate section for "Late Arrivals". Please contact your Art Show Coordinator if any of these situations apply.

- Allow Artomé representatives access to the School's designated event area for the purposes of setting up the Art Show;
- Provide School or parent volunteers to collect payment during the Art Show for all frames purchased;
- Utilize all marketing, promotional materials and other communications to students and parents to create awareness of the Art Show;
- Provide a School representative immediately prior to and following the Art Show to verify, in company with an Artomé representative, the physical count of frames both prior to and following the conclusion of the Art Show;
- **Provide payment by check to Artomé within 10 days of receiving the invoice.**
- Provide all School District, Vendor, or State Requirements & Regulations that Artomé needs to address prior to the Art Show.

At the Art Show

At the beginning of the Art Show, there will be an agreed upon number of framed pieces on display and an agreed upon number of blank frames to be used for reproductions of artwork. At the end of the show, there will be another count and an agreed upon number of sold frames. The quantity of frames sold will equal the beginning count of frames present prior to the Art Show minus the frames remaining after the conclusion of the Art Show. Artomé will invoice the school an amount equal to \$19 plus sales tax** for each frame sold; however, frames sold after the Art Show will cost \$21 plus sales tax** to cover shipping and handling costs. The School shall determine the amount it charges for each piece of framed artwork.

**As Artomé understands it, the Art Show frame sales constitute a taxable event in your state; therefore, it is the school's responsibility to charge the appropriate tax for each frame sale (unless your school is in *Arizona, Alabama, Colorado, Georgia, Iowa, Mississippi, New Hampshire, North Carolina, North Dakota, Rhode Island, or South Dakota*). However, schools can choose to submit State Sales Tax Exemption documentation with their Agreement waiving Artomé of the requirement to charge sales tax. This documentation must be submitted each school year and upon its filing with Artomé, sales tax will no longer be added to any invoice.

We look forward to working with your School to make your Art Show a memorable event. We sincerely appreciate your selection of Artomé to assist with your art show and look forward to working together.

Patrick McGaheran_(Clinton Township,Nj) Signature: _____

Art Show: 05/29/2019 Approximate number of students participating: _____