



## 2025 An Artful Home Saturday, June 21<sup>st</sup>, 2025 Artist Agreement

This agreement dated \_\_\_\_\_, 2025 is made between First City Art Center, hereinafter referred to as “FCAC,” and artists participating in the 2025 “An Artful Home” sale on Saturday, June 21<sup>st</sup>, 2025

Nothing in this agreement shall be construed to create an employment relationship between the Artist and FCAC. All services rendered here-under by the Artist shall be supplied in the capacity of an independent contractor. Artist accepts full and complete responsibility for all Workers Compensation Insurance or Exemption there from, and for filing tax returns and paying all taxes that may be required or due for payments received from FCAC under the terms and conditions of this agreement.

FCAC reserves the right to cancel the event due to weather conditions or circumstances beyond our control. FCAC is not responsible for any income loss due to a cancellation of the event. The details below outline the requirements for participation in the event.

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**Thank you for your participation in First City Art Center’s “An Artful Home” event, a new annual fundraiser! The funds raised from this event will help support our 501(c)(3) nonprofit organization’s facilities and educational programs - we hope to develop this into a lucrative annual sales opportunity for local artists in our community as well. We appreciate you as a valued member of our creative community, and we look forward to having you join us in this new venture!**

### **Commission Split: 80% Artist / 20% FCAC**

*\*If you have questions about requirements for the commission split 80% Artist / 20% FCAC, please email [director@firstcityart.org](mailto:director@firstcityart.org)*

### **Items / Space:**

- **You will be allotted an 8 ft table worth of sales/display space.** You may utilize this space however you wish, with as many or as few items as you desire – there is currently no maximum set for this event.
- Additional 8ft table display space may be purchased for \$25 per table
- Garden items may be staged in additional areas of campus (e.g., globes & spikes, garden sculptures, birdbaths, etc.) – placement of these items will be coordinated with staff to ensure space availability.
- All pieces for sale should be functional / useful items and décor for the home and garden
- All sales at this event will be handled by FCAC checkout volunteers

- Please price all items in increments of \$5.00. We appreciate your help in making the checkout process as fast and efficient as possible.
- Artists must utilize FCAC provided item tags in order to facilitate the checkout process – it is imperative that prices are written legibly on these tags (this tag template will be provided to you via email once all participants have been confirmed)
- Artists are required to deliver their items and set up their own display the morning of the event. Specific time frames for setup will be provided
- During the event, if an item is found without a price tag it will be removed from the sale and put in a “Lost and Found” area for pickup. All “lost” items will be at FCAC after the event and if they are not claimed within one week they will become FCAC property to be sold at our discretion.
- Artists will pack any/all of their unsold items immediately after the event is over, and will take them off site.

*\*If you have an issue in dropping off, or collecting your items after the event, please email [molly@firstcityart.org](mailto:molly@firstcityart.org) to make arrangements*

#### **Item Count/Inventory:**

- Provide a projected item count by May 5th.
- Provide a final count of items you will have for sale at the event by **June 16<sup>th</sup>, 2025.**
- We will be checking in with you periodically via the email address you provide – please be responsive as it is very important for the overall success of the event that artists are reachable
- Submit a W9 form for 2025 with your current information.
- Artist’s checks will not be disbursed until after the event sales and accounting have been finalized, and your W9 has been submitted. You will be notified via email when checks are able to be picked up in the FCAC office
- While we do our best to ensure that all items are handled safely and securely, accidents can sometimes happen. FCAC is not responsible for broken or stolen items, and will not reimburse artists for items that were not sold.

*\*If you find you are unable to make your final count due to unforeseen circumstances, please let Molly know as soon as possible, [molly@firstcityart.org](mailto:molly@firstcityart.org)*

#### **Volunteering:**

- Participating artists are required to volunteer for at least one shift during the event. Volunteers must sign up for shifts through the online volunteer sign-up page.
- Volunteers will be stationed at checkout, wrapping, event setup and cleanup, and as “floaters” to assist customers shopping during the event and monitor the safety of the items for sale. While some positions do require heavy lifting and being on your feet, there are other options that are less active and can be accomplished while seated. Whenever possible, accommodations can be made to ensure a positive volunteer experience. If you need assistance, please let us know.

*\*If you are unable to volunteer during this time, please email [molly@firstcityart.org](mailto:molly@firstcityart.org) to make alternative arrangements for volunteer work.*

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***Please sign and return by no later than May 5<sup>th</sup>, 2025***

***By signing this document, I agree to the terms and conditions listed above. I understand that failure to follow the requirements above may result in a delay of payment, or restriction from participating in future FCAC events.***

Artist Signature:

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Artist Printed Name:

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Date:

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Preferred Email Address for event communications:

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***Email is the primary form of contact – please be responsive, make sure we are in your contacts to avoid messages being delivered to spam, etc.***

Initial Projected Item Count:

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