



# CONTRACT AND HOLD HARMLESS AGREEMENT

1. The artist/lender must complete the provided Irvine Fine Arts Center (IFAC) inventory list of all works for sale in the Art Center Store.
2. The IFAC retains 40% of all sales with the artist receiving 60%.
3. The artist/lender must label all work with price tags. Labels must include the vendor's initials, item number and price. Please do not duplicate item numbers.
4. All delivery and withdrawal of items for the Art Center Store must be coordinated in advance with IFAC Staff.
5. The IFAC reserves the right not to display any for sale items due to space, appropriateness of exhibition or other reasons.
6. I, \_\_\_\_\_ \*, understand that items consigned to the Arts Center Store are not insured. Although IFAC takes great care in the handling and protection of store items, damage, loss or theft may occur.
7. Art Center Store sales will be considered taxable income by the City of Irvine. All income tax laws apply.
8. The City of Irvine will pay sales tax to the state. *Completed W-9 form is required for payment.*

**IN SIGNING, I ACKNOWLEDGE THAT I HAVE READ THIS CONTRACT AGREEMENT AND UNDERSTAND MY RESPONSIBILITIES AND RIGHTS IN RELATIONSHIP WITH THE IRVINE FINE ARTS CENTER STORE.**

\_\_\_\_\_  
ARTIST/LENDER SIGNATURE\*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT ARTIST/LENDER NAME\*

\_\_\_\_\_  
ADDRESS\*

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
PHONE\*

\_\_\_\_\_  
E-MAIL\*