



2320 W Chicago Avenue Chicago, IL 60622 (773)227-5522 <https://uima-chicago.org/>

UIMA ARTIST CONTRACT

Please read the contract carefully. Individual points may be discussed with UIMA staff.
Terms and Conditions of Agreement between UIMA and Artist and/or Guest Curator for:

I. Exhibition: The artist and/or guest curator is responsible for:

1. Communication with UIMA before, during, and after exhibition regarding production of exhibition, catalogue, shipment scheduling, install and de-install schedule, marketing coverage, etc. Communication should be timely, professional, and respectful of UIMA staff working hours, staffing capacity, and institutional timelines.
2. Catalogue: Providing print publish-ready material for catalogue at least 2 months in advance of the opening date, including: jpegs, artist bio, statement, and written descriptions of artwork, including name, medium, size, date, insurance value or price if for sale, and any required catalogue essay or exhibition text. A catalogue essay should be written by the artist, guest curator, curator, or another approved writer, as determined in consultation with UIMA. Catalogue essays should be submitted by the agreed catalogue deadline and should not exceed 5,000 words unless otherwise approved by UIMA in writing. The final length, scope, and editorial direction of catalogue text will be determined in consultation with UIMA staff based on the exhibition format, catalogue budget, and production timeline. Materials must be complete and delivered by the agreed deadline to avoid delays or omission from catalogue, label, press, or promotional materials.
3. Exhibition readiness: The artist and/or guest curator is responsible for ensuring that all works are exhibition-ready by the agreed installation timeline. Exhibition readiness includes, but is not limited to, completed artwork, appropriate framing, hanging hardware, display preparation, media preparation, condition review, labeling information, installation instructions, and any necessary technical or presentation materials, unless otherwise arranged with UIMA in writing in advance.
4. Shipping: It is the responsibility of the artist and/or guest curator to cover the cost of shipping and research the method of shipment and shipping rate, to and from UIMA. UIMA is not responsible for the transportation of work. No COD shipments will be accepted.
5. De-install: The artist, and guest curator, if applicable, is responsible for de-install and their own packing of artwork, including all packing materials. It is expected that artists will remove their work within a week of the closing of the show. Special arrangements can be made with UIMA staff to extend this period. If UIMA curatorial staff are not contacted within 14 days of the close of the show, all items remaining at UIMA become property of UIMA. The item will then be sold by UIMA, remain in the permanent collection, or otherwise be handled at UIMA's discretion.
6. Install: Installing own works, or by arrangement with guest curator, and assistance of UIMA curatorial staff. Details to be determined 3 weeks prior to installation of the exhibit. UIMA reserves final discretion regarding the suitability, safety, feasibility, and timing of any installation plan.

7. Membership / submission fee: If a membership, submission fee, or related participation fee is required as part of the exhibition or proposal process, that requirement must be completed through Submittable or another approved method designated by UIMA. UIMA may provide a hardship exemption or waiver process in cases where the fee presents a barrier to participation. Any hardship exemption must be requested in writing and approved by UIMA in advance.

II. UIMA is responsible for:

1. Providing appropriate exhibition space.
2. Curatorial selection of artwork, and visual arrangement of the show in the exhibition space in consultation with artists and/or guest curator as determined by parameters of the specific exhibition.
3. Publicizing the exhibition to local media sources, UIMA members and contacts, email blasts, social media, including Facebook and Instagram, and related communications channels as appropriate.
4. Insurance for the artwork while in UIMA's possession.
5. Printing of labels and price list.
6. Design and print promotional materials, which may include catalogue, postcards, banner, or related exhibition materials, as determined by UIMA and available project resources.
7. UIMA will provide one free gallery copy of the catalogue to the guest curator[s]. One copy will also be provided to the exhibiting artist, in the case of solo, and group shows up to 6 artists, as per grant support budgeting. Adjustments may be made above 6 if budgeting allows.
8. Opening reception if health guidelines, staffing, scheduling, and available resources allow.
9. UIMA does not provide travel, stipends, lodging, honoraria, shipping, per diem, production funds, or other financial support unless specifically stated in writing as part of the exhibition agreement, grant budget, or another approved arrangement, a confirmed grant budget, or another approved written arrangement. Any such support is contingent upon available project resources, confirmed grant funding, and the specific terms and restrictions of the applicable funder or award. Grant-dependent support may vary by exhibition and is not guaranteed unless approved by UIMA in writing.

III. The Agreement between UIMA and Artist and/or Guest Curator:

1. Objects lent to the Ukrainian Institute of Modern Art (UIMA) shall remain in its possession for the period specified in this agreement, but may be withdrawn from exhibition at any time at the discretion of UIMA's curator.
2. UIMA reserves the right to determine the final selection and number of works included in the exhibition based on curatorial, spatial, installation, safety, scheduling, and other practical considerations.
3. Guest curators, artists and other non-staff visitors do not have independent access to UIMA's archives or other restricted, nonpublic areas without prior permission, and may not enter these areas unaccompanied by UIMA staff.
4. In order to protect the owner of the artwork, loaned artwork will be returned only to the owner or to his/her duly authorized representative. If the legal ownership of the described property changes during the period of this loan, whether by reason of death, sale, gift or otherwise, the new owner is required to establish his or her legal right by proof satisfactory to UIMA.
5. UIMA will insure objects in the amount agreed to by the lender. Such amounts must reflect fair market value, with a list provided to exhibition staff 3 weeks in advance of

the opening. UIMA's policy will insure against all ordinary risks of physical loss or damage from external cause while on location during the period of the loan.

6. UIMA can provide two monitors but the artist and/or guest curator is responsible for any other additional materials required for the exhibition—for example plants, found objects, additional AV equipment, media players, projectors, speakers, cables, mounts, or specialized installation materials.
7. Food, adhesive strips, scented materials, chemicals, soil, anything that punctures the floor, or any materials that will cause damage to the gallery, or pose a conservation risk to other artworks are prohibited. Violation of this clause may result in the artist being invoiced for the damage, cleaning, repair, conservation review, or related costs. Artist and/or guest curator is responsible for determining appropriateness of materials prior to proposal submission and must receive written approval from UIMA for any unusual, sensitive, or potentially damaging materials.
8. UIMA is not responsible for loss or damage incurred during transport to or from UIMA.
9. Objects lent to UIMA may be photographed and reproduced for the purpose of record keeping, inclusion in museum publications, publicity purposes connected with the exhibition, marketing, social media, grant reporting, and related institutional communications.
10. Artwork is not required to be for sale. If the artist chooses to offer their work for purchase, UIMA retains a 40% commission of the total sale price. All payment of taxes arising out of the sale of any artwork shall be the responsibility of the artist.
11. The Artist may only display promotional materials related to the current exhibition at UIMA.
12. UIMA has design and creative rights to the catalogue. Artists and/or the guest curator provide relevant material as stated in Section I.2. The designer provides a draft copy of the catalogue prior to publication for artists to review for typos, content errors and the like. It is the discretion of the designer, in consultation with the curator and art committee members as needed, to determine any substantive changes. Once changes are made, the final draft is sent for printing. The catalogue is a document of the exhibition and follows UIMA house style. No changes are made after printing.
13. Curators and administrators retain final editorial control over all promotional strategies, press releases, social media features, marketing timelines, website copy, email communications, printed materials, and related public-facing content. Artist input is valued and considered, but final operational and editorial execution remains at the discretion of UIMA's leadership, curatorial, and administrative team.

IV. Once Accepted / Exhibition Readiness

1. **Planning meeting: Following acceptance, the artist—and guest curator, if applicable—must participate in at least one virtual or in-person meeting with UIMA's curator or designated curatorial staff to discuss the exhibition scope, selection of works, schedule, installation, and related planning requirements.**
2. Once accepted, the artist and/or guest curator is expected to work with UIMA staff to confirm all exhibition details, including final checklist, installation needs, catalogue materials, image permissions, insurance values, delivery schedule, de-installation schedule, and any special technical or presentation requirements.
3. Catalogue preparation: All catalogue materials must be submitted in the format and timeline requested by UIMA. This includes images, captions, written statements, biographies, checklist information, permissions, and any related documentation.
4. Install preparation: All artwork must arrive in exhibition-ready condition, with appropriate hardware, display materials, instructions, and packing. Works requiring unusual installation methods, technical equipment, conservation-sensitive materials, or special handling must be discussed and approved in writing in advance.

5. During the exhibit run: The artist and/or guest curator is expected to remain available for necessary communication, public programming coordination, sales inquiries if applicable, press questions if applicable, and other exhibition-related needs. Artists and guest curators must respect UIMA's operating hours, staff capacity, institutional policies, and communication boundaries.
6. De-install: The artist and/or guest curator must coordinate with UIMA staff in advance and remove artwork and related materials within the agreed timeline. Any extension must be approved by UIMA in writing.

V. Conduct and Professional Treatment

1. Assume the best of people and situations. Treat all UIMA staff and those under UIMA employment with grace, kindness, and respect.
2. Treat every staff member, curator, administrator, intern, contractor, board member, and volunteer with equal dignity, kindness, and professional courtesy.
3. Maintain an environment free from demanding behavior, harassment, intimidation, hostility, or abusive conduct of any kind.
4. Respect the professional boundaries, working hours, and personal time of UIMA staff; do not demand round-the-clock contact or immediate responses outside operational hours.
5. Understand that UIMA's non-profit resources, staff labor, equipment, and facilities are finite and shared across multiple projects.
6. Deliver artwork, bios, high-resolution images, required paperwork, permissions, and other materials on time to avoid placing undue administrative burden or stress on the team.

VI. Noncompliance and Enforcement

Failure to meet agreed exhibition-readiness requirements, communication expectations, deadlines, membership or fee requirements, conduct standards, installation requirements, material restrictions, or other terms of this agreement may affect UIMA's ability to proceed with the exhibition as planned.

If conditions are not met, UIMA may issue reminders, request corrective action, provide written notice of noncompliance, modify the exhibition plan, remove specific works from the exhibition, postpone installation, or, in serious cases, cancel the exhibition before installation or opening. UIMA reserves the right to make these decisions when an artist, guest curator, or participating party has not met the terms of this agreement or when proceeding would create unreasonable risk, burden, cost, or disruption for UIMA.

Signature of Guest Curator on behalf of self and artists in exhibition, or Artist

Date

Signature of UIMA Curator or Curatorial Staff

Date