

Lynchburg Art Club and Gallery  
**1011 Rivermont Avenue**  
**Lynchburg, VA 24504**

**EXHIBITION CONTRACT FOR MAY, 2026 "LARGE WORKS"**

**EXHIBITION**

Return one copy of this contract with payment to:  
Doni Guggenheimer  
3816 Peakland Place  
Lynchburg, VA 24503

This contract between the Lynchburg Art Club, Inc. and \_\_\_\_\_ (Exhibitor) covers the exhibition of certain works of art in the gallery of the Lynchburg Art Club for a time period extending from Friday, May 1, 2026 through Friday, May 24, 2026 as part of the "**Large Works**" Exhibit.

Exhibitor's Address \_\_\_\_\_

Telephone & Email \_\_\_\_\_

**UNDER THIS CONTRACT, THE FOLLOWING TERMS ARE AGREED UPON:**

1. Adequate, well-lighted space will be provided to display works of art. The LAC will be responsible for hanging and displaying artwork unless agreed upon prior to delivery. The LAC is not responsible for damaged or lost works.
2. Exhibitors are asked to pay a fee of \$20 per member (\$35 per nonmember) to help cover the costs associated with the exhibition. This fee should be sent to Doni Guggenheimer at the address above. Exhibitors are also asked to attend the First Friday event from 5:00-7:30, if possible, and, if an LAC member, to sit the show one of the Saturdays or Sundays during the exhibition.
3. This exhibition is limited to works measuring a minimum of 36" for both height and width but *not exceeding 72" in any direction*. This includes the frame. If works are no more than 48" in both directions, the artist has the option of exhibiting two works; if a work is over 48" in any direction, the artist is limited to one work. **All works must be for sale.** The exhibitor will be responsible for delivery of all works between 4PM-6PM Sunday prior to the show and for pick-up of unsold works between 4PM-6PM Sunday after the show closes. If these dates and times do not work, other arrangements can be made by contacting Doni Guggenheimer ([doni@comcast.net](mailto:doni@comcast.net) ).
4. **At least 4 weeks prior to the exhibition opening**, email one-to-three high resolution images of works to be exhibited to the Exhibition Committee ([frazierhh@gmail.com](mailto:frazierhh@gmail.com)), the LAC office manager ([lynchburgartclub@gmail.com](mailto:lynchburgartclub@gmail.com)), and our marketing chair

([lynchburgartclubmarketing@gmail.com](mailto:lynchburgartclubmarketing@gmail.com)). The images should be **300 dpi, JPEG**; the file size should be **at least 2 MB**. Please label images with the last name, first initial, title of the work, and medium. For example: Hayez, F., The Kiss, oil. To get the information on the file itself, simply right click the image, go down the drop down menu to "rename" and then click that to rename the file. The Publicity Committee and the LAC office manager will post them on social media. **Once publicity for the exhibition begins (approximately 4 weeks prior to the exhibition), the artist agrees not to sell any works earmarked for the show prior to the First Friday opening.**

5. **Two weeks prior to the delivery date**, please email the title, medium(s) and price of each work to Holly Frazier ([frazierhh@gmail.com](mailto:frazierhh@gmail.com)) and the LAC office manager at [lynchburgartclub@gmail.com](mailto:lynchburgartclub@gmail.com).

6. Only original works are accepted for hanging and must be properly prepared—**framed or gallery wrapped canvas with a 1½-inch depth** with a **hanging wire** (no hooks or saw tooth) and **two labels**—front and back--including artist's name, title, medium, and selling price. We cannot hang works without a wire. If a work is under glass, please use plexiglass.

7. Sales during the exhibition are **payable to and handled through the Lynchburg Art Club**. The LAC retains a 30% commission of sales by members and 35% commission of sales by non-members.

Gallery hours are determined by The LAC Board of Directors.  
Exhibit opens First Friday from 5-7:30PM and closes the third or fourth Sunday of each month (as designated in the contract).

Gallery hours: Thursday – Friday: 1 – 5pm

Saturday – Sunday: 1:30 – 4pm

Closed Monday – Wednesday

The gallery closes holidays (Easter, Mother's Day, etc.) and during the Lynchburg Art Festival in Sept. The LAC reserves the right to close the Club any day during the scheduled exhibit if necessary.

Signed: \_\_\_\_\_, Exhibitor

Date: \_\_\_\_\_