



C4 GALLERY: PILOT PROJECT FOR TEMPORARY ART LETTER OF AGREEMENT

Date:

Name of Artist:

Address of Artist:

This letter will serve as a Letter of Agreement between the City of Ottawa and the artist/participant to confirm agreement with the terms and conditions below. ***Please return a signed copy of this letter with your artwork submission.***

The City of Ottawa agrees to:

1. Notify artist/participant(s) if his/her artwork has been randomly selected for display (including details of the exhibition.)
2. Ensure that images displayed on the C4 Gallery webpage or used for educational or non-profit publicity purposes are properly identified with artist/participant(s) name.
3. Assume costs related to the exhibition of the submitted artwork.
4. Acknowledge that the artist retains copyright and moral rights to his/her artwork.
5. Give the artist/participant(s) a previously submitted object/artwork selected by the City in exchange for artist/participant(s)' submission, if one is available.

The artist/participant agrees that:

1. He/she is creator and copyright owner of the artwork.
2. He/she will not be financially compensated for his/her submission to the C4 Gallery Opportunity for Participation, nor will he/she be paid an exhibition fee for the display of his/her artwork.
3. If at any time his/her submission is deemed inappropriate or offensive in any manner that it will not be eligible for display nor will the participant be notified or have his/her submission returned.
4. The City of Ottawa retains the right to use the artwork selected for the C4 Gallery pilot project for non-commercial purposes including but not limited to a) promotional purposes; b) educational purposes; c) public information purposes; d) critical review purposes; and e) public relations purposes.
5. An image of his/her artwork will be displayed on-line on the C4 Gallery webpage for the duration of its display, and then retained in an online image archive of C4 Gallery exhibitions (when webpage is constructed.)
6. His/her artwork may not be selected for display due to the random nature of the selection process.
7. His/her artwork will not be returned in any event and that the City may give the submitted artwork to another participant selected by the City without notice.
8. The City is not responsible for any loss or damage to the artwork.

I agree to the terms and conditions of this letter:

Print Name	Signature	Date
If artist is under 18 years of age, a parent or legal guardian is required to sign		

Manager (cultural services)	Signature	Date
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