

Artists Studio Tour Online Gallery Letter of Agreement

October 2021

This document outlines the responsibilities of Arts Habitat and those of the participants of the Artists Studio Tour Online Gallery. Participants agree with the following responsibilities and terms by paying their gallery registration fee. This agreement expires on June 30, 2022.

Arts Habitat is responsible for:

- The design, creation and maintenance of the gallery homepage and the individual artists' gallery pages. Arts Habitat will include up to six images from each participant. Images may be replaced at the artist's request and upon submission of the replacement image.
- Arts Habitat will create and/or distribute video tutorials, at no additional charge to participants, which give instructions on how to take high quality images of artwork and how to set-up a Square account and transaction page.

Artists participating in the Studio Tour Gallery are responsible for:

- Setting up and maintaining their own sales platform page through a portal such as Square Transactions, Venmo, or PayPal. This means that artists will directly receive funds from buyers, without Arts Habitat's involvement in purchases
- Supplying Arts Habitat with up to six, high quality images of their artwork, along with their titles, sizes, medium, and cost.