

## MindWorks Gallery at Chesterfield

51E Chesterfield Mall  
Chesterfield, MO 63017  
Phone: 314.478.9173

E-Mail: [mindworksgallery@att.net](mailto:mindworksgallery@att.net)

1. Please note you are signing this contract with the understanding that you will be in the gallery for a **minimum (6) six month period**. But MindWorks Gallery reserves the right to ask you to leave at its discretion at any time. (Initials: \_\_\_\_\_)
2. RENT is DUE by the 1st of each month. Mail payments to MindWorks Gallery, Inc, 427 Rayburn Ave, St Louis, MO 63127 (Initials: \_\_\_\_\_)
3. If you are a working artist and you need to miss the days you are to work you are required to find another artist to take your shift. (Initials: \_\_\_\_\_)
4. We WILL NOT hold your rent out of your sales check. Do not ask us to do this. (Initials: \_\_\_\_\_)
5. Artist checks WILL NOT be mailed until you have paid rent. This includes prior and current month rent. If you have paid your check will be mailed to your home with an expected delivery date of the 10<sup>th</sup> (Initials: \_\_\_\_\_)
6. Each artist will be paid the total amount of their sales, plus any applicable sales tax, minus credit card fees (Initials: \_\_\_\_\_)
7. Each artist will be responsible for paying their own sales taxes (Initials: \_\_\_\_\_)
8. Please note you are not covered under the MindWorks insurance policy. Only the building fixtures and Roberts art is covered. If you want insurance for your art you must take out a personal policy (Initials: \_\_\_\_\_)
9. If you would like to pay your monthly fee with a credit/debit card, there will be a \$5.00 fee for this convenience (Initials: \_\_\_\_\_)
10. We ask that you respect the gallery and give a thirty (30) day notice if you wish to leave (Initials: \_\_\_\_\_)
11. All work must be original, hand-crafted, created and exhibited by the approved artist(s) themselves and must be attributed solely to a displaying artist. No mass-produced items, imports, or buy-resale will be accepted or displayed in the art section. This rule is strictly enforced (Initials: \_\_\_\_\_)
12. Prints will be allowed of limited quantity of offset prints, Giclee, and reproduced work and must be clearly labeled as such (Initials: \_\_\_\_\_)
13. MindWorks Gallery uses Square for credit card sales (MasterCard, Visa, Discover, and American Express). The fees for your sales will be taken out of your check at the end of the month. As of 01/01/13 – swipe fee: 2.75%, manual entry fee: 3.5% + \$0.15 per transaction. This fee is subject to change per Squares notification (Initials: \_\_\_\_\_)
14. All artists are responsible for general housekeeping. As a resident artist you should plan on dusting frames, cases, stands and refreshing your product, and restocking should be done as needed (Initials: \_\_\_\_\_)
15. If your art will be hung on a wall you are required to pay a fee of \$15.00 – \$30.00 for the vinyl name tag at the top of your wall (Initials: \_\_\_\_\_)
16. CONFLICT OF INTEREST: As long as you are in MindWorks Gallery you are not able to join/open/partner another gallery that is within Chesterfield Mall, doing so will void your agreement with MindWorks Gallery and you will be expected to leave immediately. No refund in rent will be given, any sales will be mailed to you as usual the following month of your departure. (Initials: \_\_\_\_\_)

Please mail rent checks to:

MindWorks Gallery at Chesterfield or Prestige  
427 Rayburn Ave  
Sunset Hills, MO 63127  
Phone: 636.357.0397  
E-Mail: [rjcornman@att.net](mailto:rjcornman@att.net)

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Name: \_\_\_\_\_

**PLEASE COMPLETE FORM W9 ATTACHED!**

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Check will be payable to: \_\_\_\_\_

Signature: \_\_\_\_\_

Start Date	Days you will work	Rent Amount
	SU M T W TH F SA None	

----- Office use -----

ICL \_\_\_\_\_ BOA \_\_\_\_\_ EXL \_\_\_\_\_

Did artist receive key: Yes / No, Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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