

Eau Claire Jazz INC.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding serves as the formal agreement between **Eau Claire Jazz, Inc.** and _____ to become a designated Art Crawl venue, that will display art from April 5 - May 3, 2010. This event is part of the Eau Claire Jazz Festival which will be the culminating event of a two week celebration of jazz. The Eau Claire Jazz Festival is a community partnership involving, area businesses, musicians, artists, schools, the University of Wisconsin-Eau Claire and other organizations.

Eau Claire Jazz, Inc. agrees to:

1. Promote the Jazz Art Crawl as part of the overall Jazz Festival celebration. All participating venues will be listed on the Art Crawl webpage, art crawl page. www.eauclairejazz.com/artcrawl.
2. Provide volunteer staff to hang art on April 5th and remove any remaining items May 3rd within designated time frame agreed upon with venue.
3. Provide each venue with an inventory of artists, their contact information and artwork that is on display at their site.
4. Set up art display on April 5th, 2010 at venue and take down on May 3rd, 2010 unless otherwise arranged.
5. Communicate with venue re: Jazz Art Crawl – before, during and post event to coordinate promotional efforts and logistics.
6. Acknowledge the venue in post-event public thank you.

The designated venue agrees to:

1. Provide Eau Claire Jazz, Inc. the hours of operation.
2. Have a secure art hanging mechanism on site for use during the designated timeframe.
3. Actively promote the Jazz Art Crawl and the Jazz Festival in venue advertisements, calendar of events and other promotional options, ie. Flyers, booklets provided, etc.
4. Cooperate with Jazz Art Crawl volunteers to enable them to hang art on designated days/times.
5. Provide a 3ft X 3ft display area in a very visible, high traffic area for the Jazz Art Crawl *Jump Into Jazz* promotional materials.

It is jointly understood and agreed:

1. This agreement is entered into for the period of February ____ through June 15, 2010.
2. Eau Claire Jazz, Inc. reserves the right to modify or cancel venue arrangements if the public call for artists produces an insufficient number of art pieces to fill the venue. The art crawl committee must notify the venue two weeks before the event in this event.
3. The venue can modify or cancel Jazz Art Crawl arrangements if the Jazz Art Crawl representative is notified by February 30, 2010.
4. Each venue will seek to be wheelchair accessible.

Eau Claire Jazz, Inc.
Jazz Art Crawl Representative (Print Name)

Signature

Date

Venue contact (Print Name)

Signature

Date

Phone number for contact

A Community Partnership

Eau Claire Jazz INC.

Artwork Display Venue
Interest Form
Eau Claire Jazz Festival Jazz Art Crawl 2010

Contact Information

Contact name:

Business affiliation:

Address:

Phone number:

Email address:

Fax #:

Business Hours:

Artwork will be hung April 5, 2010 and taken down May 3, 2010.

Do you have an interest in displaying artwork? Yes No

If you responded no, please explain:

What type(s) of art work does your business allow for?

- Hanging on cardboard kiosques
- Wall hanging
- 3D

Do you have any locked display cases for 3D art?

Yes No

Approximately how many pieces of artwork does your building allow for?

A Community Partnership