



## TEMPORARY EXHIBIT AGREEMENT

### The Artist agrees to the following:

1. Exhibits may be hung or displayed for a duration set by the library. Two-dimensional pieces will be displayed on a wall hanging system at the library. Three-dimensional works will be exhibited in a lockable, lighted glass display cabinet.
2. The Vista Grande Public Library (VGPL) Art Committee will review exhibition applications and will notify Artists by email of acceptance or non-acceptance thereafter. Subject matter must be appropriate for the library audience including children.
3. All sales transactions are between buyer and artist/seller. The library will not manage any part of sales. It is the artist's responsibility to a) approve the buyer, b) collect funds, and c) to arrange for buyer pick-up of the art. VGPL Art Committee will not be responsible for storage or pick up of art.
4. Artist will notify the art exhibit coordinator each time a sale is made.
5. All sales taxes should be included in the listed price and is the responsibility of the artist.
6. The artist agrees to remit a commission of at least **20 percent** of the sale price of any work sold while on exhibition at VGPL, or of sales made as a direct result of this exhibition to VGPL. The artist is expected to remit the commission at the completion of the exhibit to Vista Grande Public Library, 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508. Memo: VGPL Art Exhibition.
7. All items must be professionally and appropriately presented, which includes framing and a back-wire on two-dimensional pieces (preferably in top 1/4 to hang correctly), and plexiglass or glass in framed art that requires protection. Matting shall be clean, free of debris and stains.
8. The artist will provide:
  - a. labels for each piece of art. These should be of uniform size, but at least 2" X 3 1/2". These labels should indicate the artist's name, the title of the piece, , price, and artist's contact info. The labels must be attached to two-dimensional work and visible.

Labels can only be attached to walls using museum putty. Labels will be placed on a shelf next to three-dimensional work or artists may prepare tent cards if preferred.

b. a list of items in the exhibit that specifies the sales price of each item. The list should contain the artist's name and contact information. The art list will be available at the front checkout desk during the show for phone inquiries and in plexiglass stands near the exhibit.

9. VGPL Art Committee recommends that sales prices are between \$100 and \$500; however, art or craft items above or below these recommended prices will be considered.

10. Neither VGPL nor VGPL Art Committee will be responsible for loss or damage to art.

11. Sold items may either stay in the exhibit or be removed. If removed and replaced with new items, please arrange for assistance from the Art Exhibit Coordinator. responsible for delivering sold art to the buyer, as well as collecting the sale proceeds. Artists may place SOLD stickers on their work.

12. All items must be delivered to the library, ready for display, on a date prearranged with the Art Exhibit Coordinator who will hang items for the show.

13. The artist will be responsible for removing the exhibit on a prearranged date with the Art Exhibit Coordinator.

14. Exhibits will include a sign created by the artist indicating the name of the exhibiting artist and arts organization (if applicable) and other pertinent information. This sign will be 8 1/2" by 11". A bio of the artist may also be displayed, if available.

15. After making an effort to notify the artist of the need to better prepare, protect or remove a piece, the VGPL Art Committee reserves the right to remove work they deem damaged or inadequately protected during the course of an exhibit.

16. The VGPL Art Coordinator will provide publicity for exhibits in local publications and other media outlets including the VGPL monthly newsletter and on the VGPL website.

17. Individuals may exhibit as part of a group after each artist in the group submits electronic images, application and agreement for review by the VGPL Art Committee and is accepted. Please submit all materials for the group in one package.

18. The VGPL Art Committee reserves the right to amend this policy at its discretion.

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Artist's Signature

Date

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Name of Organization (if applicable)

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Mailing Address

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Cell Phone

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Email Address