



TEMPORARY EXHIBIT AGREEMENT

The Artist agrees to the following:

1. Exhibits may be hung or displayed monthly, scheduled on an exhibition calendar beginning in January of each year.
2. The Vista Grande Public Library Arts and Crafts Exhibition Committee (“VGPLACE”) will meet to review temporary exhibition applications, and will notify Artists by email of acceptance or non-acceptance thereafter.
3. 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.
4. Two-dimensional pieces will be displayed on a wall hanging system at the library.
5. Three-dimensional works will be exhibited in a lockable, lighted glass display cabinet.
6. The artist will provide labels of uniform size, but at least 2" X 3 1/2". These labels should indicate the artist's name, the title of the piece, the media, price and artist’s contact info. The labels must be attached to two-dimensional work and visible. Labels cannot be attached to walls by any means. Labels will be placed on a shelf next to three-dimensional work or artists may prepare tent cards if preferred.
7. At the time of hanging, the artist will provide VGPLACE with a list of items in the exhibit and will specify an insured value and 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 check out desk during the show for phone inquiries. VGPL staff members, volunteers and Board will not be involved in the sale of any item.
8. All sales tax should be included in the listed price and is the responsibility of the artist.
9. VGPLACE recommends that sales prices fall between \$100 and \$500; however, art or craft items above or below these recommended prices will be considered.
10. Neither VGPL or VGPLACE will be responsible for loss or damage to art.

11. All items in the exhibit, including items that are sold, must remain for the entire time period scheduled for the exhibit, unless a sale/removal is approved by the Art Exhibition Coordinator. If a piece is removed, the artist agrees to substitute a similar item for the duration of the exhibit. The artist is responsible for delivering sold art to the buyer, as well as collecting the sale proceeds. VGPLACE will not be responsible for storage or late pick up of art. Artists may place SOLD stickers on their work.
12. All items must be delivered to the library, ready for display, by a prearranged date. The VGPLACE liaison will hang the show.
13. The artist will be responsible for removing the exhibit by a prearranged date.
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 VGPLACE Committee reserves the right to remove work they deem damaged or inadequately protected during the course of an exhibit.
16. The artist is encouraged to arrange a reception at the library during regular library hours. In most cases, a reception would be scheduled near the beginning of the show on a Friday or Saturday so that patrons can view and ask questions about the artwork, and meeting the artist. The artist is encouraged to invite their friends and patrons to the reception. VGPL will provide a reception space and the artist should provide their own food, non-alcoholic drinks, napkins, plates and serving plates / bowls for the event.
17. The artist agrees to remit a commission of at least **20 percent** of the sale price of any work sold while on exhibition at the recreation facilities, 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, c/o treasurer, 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508. Memo: VGPLACE Art Exhibition.
18. The VGPLACE Art Coordinator will provide publicity for exhibits in the VGPL monthly newsletter and on the VGPL website. The artist must complete and return to the VGPLACE Art Exhibition Coordinator at the library address or via e-mail a publicity questionnaire upon acceptance of the artist's application.
19. Individuals may exhibit as part of a group after each artist in the group submits electronic images, application and agreement for review by the VGPLACE Committee and is accepted. Please submit all materials for the group in one package.

20. The VGPLACE Committee reserves the right to amend this policy at its discretion.

Artist's Signature

Date

Name of Organization (if applicable)

Mailing Address

Cell Phone

Email Address