VISTA GRANDE PUBLIC LIBRARY ARTS AND CRAFTS EXHIBITION COMMITTEE (VGPLACE)
TEMPORARY EXHIBIT AGREEMENT

The artist agrees to the following:

- Different exhibitions may be hung monthly, scheduled on an exhibition calendar beginning in January of each year.
- Artists will be notified by letter of acceptance or non-acceptance after the VGPLACE meets to review temporary exhibition applications.
- All items must be professionally and appropriately presented which includes framing and a back-wire on two-dimensional pieces.
- Two-dimensional pieces will be displayed on a wall hanging system at the library.
- Three-dimensional works may be displayed if the artist provides the necessary protective cases and such cases are deemed appropriate for the library space by the VGPLACE.
- The artist is required to 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 work and visible as we cannot attach anything to walls by any means.
- At the time of hanging, the artist will provide the VGPLACE with a list of items in the exhibit and will specify an insured value for each item and the sale price of each item. This list also should include name and contact info for the artist.
- All sales taxes should be included in the listed price and are the responsibility of the artist to file.
- Recommended sales prices fall between $100 and $500; however, art or craft items retailing above or below this recommendation will be considered.
- The exhibitor in accordance with established insurance values will insure objects. The total value of any exhibit may not exceed $50,000. VGPL will not be responsible for a loss.
- The art list, provided by the artist, will be available at the front check out desk during the show for phone inquiries; however, VGPL staff members, volunteers and Board shall not be involved in the sale of any item.
- All items in the exhibit, including items that are sold, must remain hanging for the entire time period scheduled for the exhibit. The artist is responsible for delivering sold art into the hands of the buyer. VGPLACE will not be responsible for storage or late pick up of art. Artists may place SOLD stickers on their work.
- The artist agrees to remit a minimum 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. Please remit to Vista Grande Public Library, c/o treasurer, 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508. Memo: VGPLACE.
- It is the responsibility of the artist to provide framed, back-wired work to the facility by a prearranged date. The VGPLACE liaison will hang the show.
- The artist will use Plexiglas or glass in framed art requiring protection.
- The artist will be responsible for removing the exhibit by a prearranged date.

- Exhibits will include a sign created by the VGPLACE committee 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".

- The VGPLACE Committee will provide publicity for gallery exhibits in their monthly newsletter and on their website. *A publicity questionnaire, for this marketing, must be completed by the artist and returned upon acceptance to the VGPLACE Committee at the library address.

- After making every 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.

- 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.

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

_____   _____

Signature of artist   **Date**

_____

Organization (if applicable)

_____   _____ _____ _____

Address   **City**   **State Zip**

_____

Telephone