

Agreement between The Alice Curtis Desmond and Hamilton Fish Library, a privately funded, not-for-profit Library, and Exhibitor: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: (business) \_\_\_\_\_ (Home) \_\_\_\_\_ Date: \_\_\_\_\_

For an exhibition of (list participant(s) and brief description/theme): \_\_\_\_\_

\_\_\_\_\_ on proposed dates: \_\_\_\_\_

**THE EXHIBITOR AGREES TO:**

1. Submit slides (a minimum of 12 is suggested) of works to be shown for a jury review.
2. Pay, to the Library, upon application for the use of the gallery, a fee of \$150.00 per two week period of exhibition. This fee will only be refunded if the Library cannot host the show. A 25% commission, based on total gross sales of works exhibited and sold, will be charged by the Library. All checks for purchases of works displayed are to be made out to the Artist.
3. Provide, if desired, an invitation or announcement (text to be reviewed by Library Director before printing). 400 invitations will be provided to the Library for Mailing to Friends of the Library.
4. Hang works at time agreed upon by Director and Exhibitor. Use picture railing and S hooks provided by the Library (only) for display. No holes are to be made in walls, nor are signs, graphics, or tapes to be affixed to walls.
5. Provide a certificate of insurance for works displayed. (Must be on file with the Library before show opens). Provide a gallery-sitter if desired, to ensure complete security during Library hours as the Library staff is not available to secure the gallery.
6. Not hold the Library responsible for any damages to or theft of works on exhibit.
7. Provide, if desired, an opening reception, subsequent clean-up, and at the conclusion of the show, leave the facility in a clean, neat manner, restoring lighting to its original pattern and replacing burned out light bulbs.
8. Understand that meetings or programs may be held in the space during the period of the show.

**THE LIBRARY AGREES TO:** provide, upon SIX (6) WEEKS advance notice:

1. Gallery Association of New York State Insurance Policy on works to be displayed- complete list of titles and values must be submitted.

I have read the Contract above and agree to all of the conditions stated in both this Contract and the Policy of the Desmond-Fish Program Room. I understand that the fee paid is non-refundable upon my cancellation of an Exhibit that has been accepted by the Library. Further, I will forfeit the possibility of showing works at the Library for a two year period upon cancelling a scheduled show and giving less than six months notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Exhibitor's Signature)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Library Director's Signature)