

# Valley Cottage Library

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.vclib.org



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## ART EXHIBIT AGREEMENT

The **Gallery at Valley Cottage Library** is an integral part of the Library and exists for the enjoyment and education of the community.

**The Exhibit Manager, not the artist, will be responsible for displaying the artist's work always taking into consideration any specific requests of the artist.** The Library reserves the right to limit the number of works on display. The work must remain on display for the agreed upon exhibit period. Please be careful and selective about your artworks' hanging hardware. Picture wire is preferred, saw tooth hangers will not be accepted.

### PUBLICITY

The artist is responsible for providing the Exhibit Manager with a biographical sketch as well as information relating to the highlights of the planned exhibit in a timely manner in order for press releases to be written and distributed to the local newspaper and arts organizations. The artist is responsible for all other publicity s/he may desire.

### OPENING RECEPTION

The opening reception is generally held the first Saturday of the exhibit period from 1-3PM. If the artist chooses to have a reception, s/he is responsible for providing refreshments (non-alcoholic preferred), set-up and clean up. A representative of the Library will be available to facilitate sales, etc.

### SALES

The artist agrees to pay the Valley Cottage Library a **30% commission of the sale of exhibited works**. If contacted directly, the artist is responsible for notifying the library if a work on display is sold.

The Library will act as receiver of funds for works sold. A 10% deposit is required to hold a work for purchase. Payment in the form of checks must be made payable to the artist. The Library will not administer any sales taxes. The artist is responsible for all related tax implications. Consult your accountant. The Library will mark all works that have been sold. Purchased artwork may be picked up after the final day of the exhibit. Upon collection of final payment, checks will be transferred to the artist who will then provide the Library with the required commission.

### LIABILITY

The library carries limited liability insurance in the amount of \$12,000 (subject to \$2,500 maximum per item) to cover loss or damage to artwork. This coverage is subject to a \$1,000 deductible per incident. If further insurance is needed, the artist must obtain a rider on their personal insurance policy. In the event of any loss, the artist is responsible for all processing involved with the claim.

**I have read this agreement and agree to abide by its terms.**

Artist Signature \_\_\_\_\_

Date \_\_\_\_\_

Exhibit Title: \_\_\_\_\_

**I will have the reception on the arranged date. \_\_\_\_\_**

**I will not have a reception. \_\_\_\_\_**