

MOUNT PLEASANT PUBLIC LIBRARY

EXHIBITION SPACE AGREEMENT FORM

Dear _____:

This will confirm your reservation for the use of the Library's Exhibition Space in the Community Room from (date) _____ to _____ for the purpose of exhibiting your artwork in a one-person or group show.

Please read both the **Exhibition Space Agreement Form** and the accompanying **Exhibition Space Release Form** carefully. Return the signed forms to the Library's Program Coordinator. These forms must be received six (6) weeks prior to hanging the show. *Please note:* each exhibiting artist in a group or guild show must sign an Exhibition Space Release Form.

Scheduling an exhibit

Upon review, the artist or group of artists will be scheduled for an exhibition period of 2 to 4 weeks.

All arrangements for exhibition dates, opening reception, and installation and removal of artwork must be made with the Program Coordinator at 914-769-0548 ext. 215.

Groups or guilds must designate one (1) individual who will be responsible for coordinating efforts between the group and the Program Coordinator. This individual will also be responsible for informing the group members of all the rules and regulations in the agreement and will represent the group in the subsequent procedures listed in this contract.

Scheduling of exhibitions is subject to change. In case of any changes, the Exhibitor will be notified as soon as possible. If the Exhibitor must cancel a show for any reason, please contact the Program Coordinator at the earliest possible date.

Since the Exhibition Space is in our Community Room, the Library maintains the right to hold or schedule regular and/or special programs at any time during the exhibition period.

Exhibitors must be aware that the Community Room with Exhibition Space is used on a regular basis for library programming for children and adults, including children as young as nine months old. Exhibitors must use discretion in displaying artwork that is suitable for general public viewing.

Exhibition installation

Exhibition installations must be scheduled in advance. Exhibitors must use our display system, which offers simple hooks. The Exhibitor is responsible for equipping artwork with the hardware necessary for hanging with our system. To preserve the finish on the walls, the use of screws, nails, tape or any other material that may damage the wall is prohibited. Exhibitors are responsible for leaving the Exhibition Space in the condition in which it was found.

The Exhibitor is requested to display an information sheet that includes an introduction to the exhibit. Where appropriate, an itemized list of objects and purchase prices should be provided. The Exhibitor may wish to have several copies of this list available for distribution during the exhibition period.

No price tags or “sold” tags may be displayed on artwork.

Receptions may be arranged but are the sole responsibility of the Exhibitor. The Exhibitor will provide all refreshments, supplies and guest book. The Library has a coffee urn and punch bowls, which may be used by the Exhibitor. The Exhibitor will clean any library items used and will remove all supplies and discard debris. Alcoholic beverages, including wine, are prohibited unless approved by the Library’s Board of Trustees.

Publicity. The Exhibitor is responsible for publicity. The Library reserves the right to promote the exhibition through newsletters, in-house postings, flyers, social media, local press and relevant websites, including www.mountpleasantlibrary.org.

Removal of exhibition. The Exhibitor is required to remove all artwork, hardware, tabs, information sheets, etc., from the Library premises half an hour before closing hours on the date listed on the Exhibition Space Release Form.

Late charge. There will be a charge of \$20.00 per hour, or any portion thereof, should an Exhibitor stay beyond the closing hour of the Library at time of exhibition installation, removal or reception.

Failure to comply with the above agreement may result in denial of future exhibitions at the Mount Pleasant Public Library.

Exhibition Space Use Charge. There is a charge of \$35.00 per exhibition to defray Library expenses connected with the maintenance of the Exhibition Space. For an exhibition with sales, the charge is \$50.00 per exhibit, plus 5% of the sales.

I understand the terms of this contract as stated in the Exhibition Space Agreement Form and Exhibition Space Release Form and take legal responsibility for all items exhibited.

Exhibitor/Legal Representative Date

Contact Person (if different from above) Date

Library Program Coordinator Date

Please fill in the information above, sign and

- Email one (1) digital copy to: **djordon@mountpleasantlibrary.org**

OR

- Mail or drop off two (2) hard copies to: **Mount Pleasant Public Library
350 Bedford Road
Pleasantville, NY 10570
Attn: Debbie Jordon**