



oliver wolcott
LIBRARY

Jamie Gagarin Art Gallery – Exhibition Agreement

Artist: _____

Address: _____

Phone: _____ E-mail: _____

Title of Exhibit: _____

Setup Date: _____ Takedown Date: _____ Reception Date: _____

Terms:

1. The artist is solely responsible for hanging and removal of artwork according to the time frame noted above. The Library reserves the right to charge a fine, of any amount it shall deem appropriate, to artists/owners who do not remove artwork as agreed. If the artwork is not picked up within two days of the requested deadline, it may be subject to removal by a staff member and stored in the staff room. The Library will not be responsible for any damage to artwork that is stored for pickup.
2. The artist is solely responsible for the setup and cleanup of the reception. Food, drink which may include wine, paper goods, table cloths, etc. must be supplied by the artist.
3. Absolutely NO extraneous shelving may be attached to the Gallery walls. NO nails, screws or tacks other than those appropriate for the fabric covered walls may be used.
4. Artwork can only be hung on the three designated walls. Artwork cannot be hung anywhere else in the room nor should any artwork be left on tables, chairs or free-standing in the room.
5. We require a complete price list on the date of hanging. Please submit it to the Library's Art Liaison staff member. It should include your name, title of show, listing of each piece and price.
6. Oliver Wolcott Library will receive 25% of all sales.

7. Buyers of the artwork will be charged sales tax. The library will handle submitting the sales tax to the State.
8. The artist will receive payment in full within two to four weeks of closing of the show.
9. The artist agrees to the responsibilities in Appendix A.

I, the undersigned, will comply with the above artist agreement, and do hereby agree that I will not hold the Oliver Wolcott Library, the staff, board and/or volunteers responsible for any claim of any kind, including theft, loss, negligence, damage or injuries arising out of my participation in the Oliver Wolcott Library Jamie Gagarin Gallery.

Signature: _____ Date: _____

Adopted September 2004. Revised March 2010, June 2017, June 2019