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CONTRACT FOR EXHIBITING ARTISTS

Those wishing to exhibit their works in the Reading Gallery or the Display Case will be referred to the Exhibit Coordinator.

A sample of each artist's work will be reviewed before any exhibit may be scheduled, unless the artist is participating in an approved group exhibit.

PROCEDURE:

1. All two-dimensional artwork must be ready to hang: framed, with picture wire across the back. Unframed work (student art only) must be mounted on mat board or other rigid backing with appropriate hooks to accommodate picture wire. Three-dimensional artwork (small sculpture, ceramics, jewelry, etc.) will be placed in the Display Case. Works must be hung and/or displayed by the artist in accordance with the Library's requirements. The Library reserves the right to limit the number of works on display.
2. Labels that identify the artist, title of work, and/or sale price must be adhered directly to any framed artwork prior to installation. No nails are to be hammered into the Gallery walls. The artist will be held responsible for damages.
3. The Exhibit Coordinator must supervise and assist the artist with exhibit installation and removal. All dates and times must be coordinated with the Exhibit Coordinator.
4. The Library must be supplied with a price list at time of installation. Items which are not for sale must be clearly noted on the list as NFS (not for sale).
5. Exhibits will run for four (4) weeks, approximately beginning and ending with the calendar month. Artwork must remain on exhibit throughout the entirety of the scheduled month. The Exhibit Coordinator must be contacted if any unforeseen emergencies with regard to the scheduled installation or removal of the exhibit occur.
6. The artist must provide the Library with an exhibit title and biographical notes six weeks before the show. The Library will then promote the exhibit through Library and outside channels.
7. The subject of artworks must be appropriate for a library setting and audiences of all ages.
8. The artist gives unrestricted permission for use of their artwork in print and electronic media and agrees that these images may be used by the Library for a variety of promotional purposes without further notification. If the artist chooses to supply an

electronic file of their artwork, they must do so no later than six weeks before the scheduled exhibit.

9. If an artist wishes to have an opening reception, the artist must request use of the library space at the time the exhibit is scheduled. Any invitations will be provided by the artist. Any food or beverages served will be provided by the artist. Serving alcoholic beverages is strictly prohibited. The artist is responsible for set-up and clean-up of reception.

The Library assumes no responsibility for the possible damage, destruction, or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

SALE OF EXHIBITED WORKS

The artist agrees to pay The Tappan Free Library 20% commission on the sale of exhibited works. The Library will act as a receiver of funds for works sold. Buyers should be requested to make checks payable to the Library. A 50% deposit is required to hold a work for purchase. Works sold must be so marked. Purchased works may be picked up at the end of the final day of exhibit.

Exchange of funds for artwork must be coordinated with the Exhibit Coordinator. Following this, The Tappan Free Library will give the artist his/her price minus the Library's commission.

ACCEPTANCE OF CONTRACT TERMS (highlighted sections to be completed by Artist)

Name of Artist: _____

Address: _____

Phone No: _____ **E-Mail Address:** _____

Exhibit Title: _____ **Exhibit Dates:** _____

Number of Works | Reading Gallery: _____ **Display Case:** _____

Signed: _____ **Artist**

_____ **Exhibit Coordinator**

Date: _____

Exhibit installation date: _____ **between the hours of** _____

Exhibit removal date: _____ **between the hours of** _____

___ I will have a reception. ___ I will not have a reception. **Reception Date & Time:** _____
(must be approved by Exhibit Coordinator)

Number of works sold: _____ **Number of works received by artist at removal:** _____ **Initial & Date:** _____