



Pemberton and District Library
Art Exhibition Space Application

Artist's name.....

Address.....

Phone Number.....

Web site:..... Email:.....

Date of show:.....

Set up time.....Takedown date and time:.....

Medium.....Show title/theme.....Group/ solo.....

The Artist is responsible to deliver the following to the librarian PRIOR TO setup day:

- a one page (max) biography with artist's statement
quality photos representing work to be exhibited
a numbered list of all artwork, itemizing each piece with title, medium, size and retail price (tax included) for sales purposes. Note: artwork for the show should be for sale unless you notify the librarian or art committee beforehand that a piece coming in is for exhibition only.
Any publicity the artist wishes to organize

The Artist is responsible for the following:

- timely arrival upon set up and take down days, as arranged with the librarian or arts committee
professionally presented or framed work, with hangers (eye-hooks) compatible with Library-hanging system for all wall mounted displays.
typed card for each artwork with artist's name, title, medium and retail price (tax included).
a biography, artist's statement and any other material for display during the show.
an agreement via this contract regarding 10% commission of any sales will be due to the Pemberton Library.
paying the tax due on the sale of any goods to the government bodies applicable.
shipping of purchased artwork to the purchaser (any costs and arrangements)
insurance coverage if the artist so chooses for the duration of exhibit.

The Pemberton and District Library will provide the following services and facilities:

- arts committee/ artist liaison.
exhibition walls and hanging system.
help installing and dismantling artist show.
Does Not Include supply of insurance for displayed art work.
Collects cash or cheque payment for art; all artwork remains in Library exhibition until end date; purchaser may obtain purchased art after the clearing of a cheque payment.

To secure the exhibition the Artist will sign two copies of this contract, keeping one and returning the other to the Librarian.

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Artist's signature

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Date