

Oliver Wolcott Library, Inc.

160 South Street, P.O. Box 187, Litchfield, CT 06759. (860) 567-8030 *www.owlibrary.org*

Welcome to the Oliver Wolcott Gallery. We're delighted to offer you the space to display your work. Contact us if you have any questions regarding the following agreement.

ARTIST _____

Address _____

Phone/E-mail _____

Description of Show _____

Setup Date _____ **Takedown Date** _____ **Reception Date** _____

~ ART GALLERY AGREEMENT ~

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. Insurance: OWL retains a floating insurance policy to cover your work while it is on exhibit. Your artwork will be insured for the total value as listed on your price sheet.

6. 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.

7. Oliver Wolcott Library will receive 25% of all sales.

8. The artist will receive payment in full within two weeks of closing of the show.

9. A \$250 fee will be charged if the artist cancels 90 days prior to opening date. (This fee offsets OWL prior publicity and printing costs.)

10. The artist agrees to the responsibilities in Appendix A.

Signature _____ **Date** _____