



Montgomery Museum and Lewis Miller Regional Art Center

Artists Information & Exhibition Agreement

The museum is extremely happy and excited that you are interested in exhibiting your work in our gallery.

The guidelines below are intended to help us have a happy relationship with no misunderstandings.

1. An artist wishing to exhibit in the gallery must submit 3 digital images representative of his/her work to the museum to be juried by the museum's Arts Advisory Council.
2. The director reserves the right to refuse any work that she deems inappropriate for family viewing.
3. This 2 page signed agreement is required before exhibiting in the museum.
4. All work must be original and must have been created within the last two years. No copies, works from patterns, or prints will be accepted.
5. Your artwork is insured for the retail price you have listed on the piece. The coverage is in effect during installations, exhibit and removal. The museum is not responsible for artwork in transit.
6. Artwork must be framed and look professional. Canvases with staples on the sides are not acceptable. Shrink wrapped art is not acceptable except from students. Pieces must have a sturdy wire attached (near the top) to the back for hanging. Saw-tooth hooks cannot be hung with our system. Pieces must be ready to hang upon delivery.
7. An artist statement, bio and 2 digital images must be provided to the director two months in advance of the exhibit. These will be used for promotion of the exhibit. The image resolution must be at least 1200 pixels on the longest side or 300 dpi.
8. It is expected that all artwork will be "for sale." Rare exceptions may be made by the director.
9. Sold artwork may not be removed until the close of the show. Exceptions may be made by the director.
10. Artwork should be delivered to the museum on the specified date shown on page 2 of this agreement. Late arrivals cannot be accepted.
11. Each piece must have a label attached to the back with the artist name and contact information as well as the title of the work, medium and retail price.
12. A list of the pieces in your exhibit must be delivered to the director one week prior to delivery date. The list should be a Word or Excel document and e-mailed as an attachment to director@montgomerymuseum.org. This will be used for producing labels and/or a program. It should include the title, medium and price. Please make sure the information is correct. Labels cannot be remade.
13. Pieces cannot be accepted that are too large to maneuver into the upstairs gallery.
14. Pedestals for freestanding work are to be furnished by the exhibitor.
15. The museum retains 25% commission on the sale of all artwork. All sales will be handled by the museum. A check for all work sold will be mailed to the address given on the contract within two weeks after the end of the exhibit. The museum will be responsible for the sales tax on sold items. Personal taxes are the responsibility of the exhibitor.
16. A reception to meet the artist and celebrate the opening of the new exhibit is usually planned near the opening of the exhibit. Artists usually contribute some refreshments for the reception. A specific date must be chosen by the artist and the director and included in the written agreement.
17. At the close of the exhibit, the artwork must be picked up at the predetermined time. Art left at the museum cannot be stored due to lack of space and may be subject to damage. After seven days, unclaimed artwork will be considered property of the museum and will be removed from the museum and donated to charity.

Signed _____



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Contractual Agreement for Art Exhibits

We are pleased to have your work represented in our galleries. The attached guidelines must be read and signed. We hope your experience at the Montgomery Museum and Lewis Miller Regional Art Center will be both pleasant and profitable. Please do not hesitate to contact us with your questions.

Artist Name _____

Address _____

City _____ **State** _____ **Zipcode** _____

E-mail address _____

Website _____

Exhibit dates _____

Reception date _____

Delivery date _____

Pick up date _____

Artist Signature _____ **date** _____

Museum representative _____ **date** _____