



# Montgomery Museum and Lewis Miller Regional Art Center

## Artists Information & Off-Site Exhibition Agreement

The museum is extremely happy that you are interested in exhibiting your work in our off-site galleries.  
This agreement is intended to help us have a happy relationship with no misunderstandings.

1. An artist wishing to exhibit in a Museum sponsored gallery must have his/her work juried by the museum's Arts Advisory Council. Arrangement may be made with the director.
2. The director/committee reserves the right to refuse any work deemed inappropriate for family viewing.
3. This signed agreement is required before exhibiting in a Museum gallery.
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. The Museum assumed no responsibility for damage or theft of your artwork.
6. Pay a visit to the gallery well in advance of the hanging to make sure your work will fit and plan how it will be arranged.
7. Artwork must be framed and look professional. Canvases with staples on the sides are not acceptable. Pieces must have a sturdy wire attached (near the top) to the back for hanging. Saw-tooth hooks are not appropriate. Pieces must be ready to hang upon delivery.
8. Hanging art must have Montgomery Museum labels that can be filled out and printed from the website. An artist bio must be included in the exhibit.
9. It is expected that the artist will handle all transactions and remit to the museum 25% of all sales. The museum representative should be notified when a sale is made.
10. Sold artwork may not be removed until the close of the show unless it is replaced immediately.
11. Arrangement to hang a show must be made with the person in charge of the gallery at a time that is convenient to the gallery owner.
12. At the close of the exhibit, the artwork must be picked up at the predetermined time approved by the museum representative.

### Contractual Agreement for Art Exhibits

Artist Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

E-mail address \_\_\_\_\_

Exhibit dates \_\_\_\_\_

Delivery Date \_\_\_\_\_ Pick up Date \_\_\_\_\_

Museum representative \_\_\_\_\_ date \_\_\_\_\_

Artist Signature \_\_\_\_\_ date \_\_\_\_\_