

**MONTEREY LIBRARY
452 MAIN ROAD
MONTEREY MA 01245
[413] 528-3795**

FRIENDS OF THE LIBRARY - EXHIBITION AGREEMENT

Artist's Name:

Address:

Telephone:

E-mail:

Type of Event:

Title of Show:

Exhibition Period:

Installation Date:

Opening Reception:

Removal Date:

ARTIST'S RESPONSIBILITIES:

1. All work must be ready to hang with wire or D-rings. Labeling will be provided according to submitted list. All work will remain at library until end of exhibit. All work must be removed on removal date under the supervision and with approval of the Library.
2. Artist will send written publicity materials, including biographical information, to the Friends two months in advance of exhibit opening.
3. Artist will provide and mail invitations to the opening, if desired.
4. Artist will provide a numbered list of works exhibited, including title, size, medium and price [or value if NFS] of each, to the Friends of the Library with a copy to the Library Trustees.
5. Parties interested in a purchase will be directed to the artist. In the event of a sale, artist is responsible for any sales tax due the Commonwealth of Massachusetts. Artist is asked to make a tax deductible donation to the Friends of the Monterey Library equal to 20% of all gross sales made within 30 days of exhibit as a result of the exhibit.
6. Artist agrees to hold the Monterey Library and the Friends of the Library harmless from any liability for works exhibited. Artist will assume risk of loss or damage for works exhibited.

**MONTEREY LIBRARY and FRIENDS OF THE LIBRARY'S
RESPONSIBILITIES:**

Artist:

Exhibition period:

1. The Friends of the Monterey Library are acting as agents for the Monterey Library.
2. The Friends will provide publicity in the Monterey News and a publicity packet. All publicity, other than that in the Monterey News, will be the responsibility of the Artist with prior approval by the Friends.

I have read this agreement and accept the responsibilities set forth in it.

Artist

Date: _____

for Friends of the Library

Date: _____

RECORD OF SALES AS A RESULT OF EXHIBIT:

Artist:

Exhibition Period:

The following works were sold as a result of the exhibit at the Monterey Library, at prices shown:

Total Sales \$

A tax deductible contribution in the amount of \$ _____ was made to the Friends of the Monterey Library.

Artist Date: _____

for Friends of the Library Date: _____