

KNOX GALLERY, Monterey Library  
**Exhibition Agreement**

452 Main Road, Monterey, MA 01245  
413.528.3795

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Title of Exhibit: \_\_\_\_\_

Exhibition Period: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Opening Reception Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

**ARTIST'S RESPONSIBILITIES:**

1. Artist agrees to hold the Monterey Library, the Friends of the Monterey Library, and the Knox Gallery Committee harmless from any liability for works exhibited. Artist assumes all risks of loss or damage for works exhibited.
2. In the event of a sale, artist is responsible for any sales tax due the Commonwealth of Massachusetts.

3. Artist is asked to make a tax deductible donation to the Friends of the Monterey Library equal to 25% of all gross sales made within 60 days of exhibit and as a result of the exhibit.
4. Artist has reviewed the Knox Gallery/Monterey Library Exhibit Protocol and agrees to make best efforts to provide requested information, meet deadlines, and complete tasks as described therein.

**MONTEREY LIBRARY’S RESPONSIBILITIES:**

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

Exhibition Period: \_\_\_\_\_

1. The Knox Gallery Committee and the Friends of the Library are acting as agents for the Monterey Library.
2. The Monterey Library and its Agents will exercise all reasonable care with artwork on the Library premises.
3. The Monterey Library and its Agents will provide access to the Knox Gallery and to the exhibit during, and only during, posted Library hours.
4. The Knox Gallery Committee will make best efforts to fulfill its responsibilities as described in the Knox Gallery/Monterey Library Exhibition Protocol.

I have read this Agreement and accept the responsibilities set forth in it:

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Artist name/signature Date

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For Knox Gallery Committee Date  
Name/Signature