

Wilsonville Public Library Exhibitor Guidelines and Agreement

Public exhibit space is available on our Art Gallery Wall. The Wilsonville Public Library provides this space for educational, cultural, intellectual, inspirational, historical, and cultural purposes. Space is made available on equal terms regardless of the individual's or group's beliefs, race, or affiliations. Reservations are taken throughout the year. All exhibits must be suitable for all audiences. All artwork must be wired for hanging.

Artists who are scheduled to exhibit on the Art Gallery wall may choose to offer their items for sale. All sales made during the exhibit time will be handled by a Library representative. Items must remain on display for the duration of the exhibit, unless prior arrangements have been made with the Art Gallery Coordinator. The Wilsonville Library Foundation will collect a twenty percent commission on all sales made through the library during the exhibit. The Wilsonville Library Foundation Treasurer will issue a check to the artist/exhibitor for their portion of all sales at the end of the display.

Artist/Exhibitor Responsibilities

1. Delivery, assist in mounting and dismounting the display, and pick up at the conclusion of the exhibit. The Art Gallery Coordinator is available to assist in set-up and take-down as needed. Times and dates for delivery and pick up will be scheduled in advance with the Art Gallery Coordinator. If an exhibitor cannot pick up their items at the arranged time, items may be stored at the library.
2. Artists must provide a biography and/or artist statement to the Art Gallery Coordinator one month prior to their scheduled exhibit time. The Art Gallery Coordinator may release the artist's name, contact information, and provided information to the Program Coordinator, City of Wilsonville, and local paper.
3. Artist/exhibitor bears the risk of damage to or loss of the artwork/exhibit items until it has been delivered, mounted, and accepted by the City of Wilsonville.
4. The City of Wilsonville accepts responsibility for artwork/exhibit items after they are mounted/presented for display. **The City of Wilsonville and artist/exhibitor agree upon the value of the display in the amount of \$_____ . Valuation is 50% of retail value.**
5. Artist/exhibitor shall indemnify, defend, save, and hold harmless the City of Wilsonville against all liability, claims, suits, or actions arising as a result of the artwork/exhibit noted herein, a negligent act or omission by the artist/exhibitor or anyone acting on their behalf in connection with, or incidental to, this Contract or the work to be performed hereunder; provided, however, that nothing herewith shall be construed to require indemnification of the City of Wilsonville attributable to its own negligence.

I understand and agree to the above guidelines and responsibilities:

Artist/Exhibitor printed name _____

Artist/Exhibitor signature _____

Address _____

Phone/email _____

Library Representative _____

Date _____

Exhibit Date _____