ST JOHN'S College
ANNAPOLIS · SANTA FE

1160 Camino Cruz Blanca
Santa Fe. NM 87505-4599

LIBRARY & FINE ARTS GUILD
ART GALLERY EXHIBITION AGREEMENT

ART SHOW 2010

EXHIBITOR:
ADDRESS:

TELEPHONE (home): **CLASS YEAR:**

PLEASE ATTACH A DESCRIPTION OF THE WORKS TO BE SHOWN, INCLUDING DISPLAY MATERIALS REQUESTED FROM ST. JOHN'S. (WE UNDERSTAND THAT THIS LIST MAY CHANGE CLOSER TO THE DATES OF SHOW)

DATES OF SHOW:	DELIVER PIECES:	OPENING:	TAKE DOWN & PICK UP:
September 25 - October 17, 2010	**Fri., September 10, 3:00 - 6:00 p.m.**	**Saturday, September 25, 2010, 5:00 - 7:00 p.m.**	**Tues., October 19 3:00 - 6:00 p.m.**

ST. JOHN'S COLLEGE AGREES TO:

1. Feature art exhibit in College Community Events Calendar.
2. Provide attendant during open hours of Gallery stated below.
3. Provide insurance coverage.
4. Compose and distribute a press release with photos.
5. Have the Gallery open Fridays & Saturdays from 5:00 – 8:00 p.m., Sundays from 1:00 – 5:00 p.m., and by prior appointment by calling (505) 984-6199.
6. Provide 24-hour security.
7. Waive gallery commission for sales during the show.
8. Coordinate interviews with media. Artists should consult the Office of Communications before contacting members of the media for interviews or other publicity. If the media contacts the artist directly, please alert the Office of Communications at (505) 984-6102.
   Please note that while every effort is made to generate media coverage for the show, St. John's College cannot guarantee editorial placement(s).

THE EXHIBITOR AGREES:

1. To provide items for sale and exhibition suitably framed and mounted.
2. To design and hang the exhibit under the direction of the Art Gallery Manager.
3. To provide a complete listing of all items shown with title of work, artist's name, size and price by August 30.
4. That the pieces in the show will not be removed or exchanged for the duration of the show.
5. Include any required taxes in sales price of artwork.

OTHER SPECIFICATIONS:

- All pieces must be framed or ready for hanging to be included in show and must be brought to the gallery on Friday, September 10, between the hours of 3:00 p.m. and 6:00 p.m. unless previous arrangements have been made.
- ***Student artists must be present at the opening to claim award or award will be forfeited.***
- *Artists* are responsible for picking up their artwork on Tuesday, October 19, between the hours of 3:00 p.m. and 6:00 p.m. unless prior arrangements have been made. The college is not responsible for pieces left at the gallery 7 days after the show has ended.

THE CONDITIONS OF THIS AGREEMENT ARE ACCEPTED.

Please sign, date, and return to Maggie Magalnick, Art Gallery Manager, by August 30, 2010.

Sign: _____ Date: _____
Exhibitor, NAME

Sign: Maggie Magalnick _____ Date: _____
St. John's College Art Gallery Manager, Maggie Magalnick