

Town of Carrboro / Exhibitor Arrangement

The following is an arrangement between _____ (Name of Artist / Exhibitor), and the Town of Carrboro for the purpose of displaying art work.

This arrangement will serve to officially reserve the exhibit space, and finalize exhibition, installation and de-installation dates. Finally, this document should clarify the role and duties of the Artist/Exhibitor and the Town of Carrboro.

- ◆ Work, will be displayed by the Town of Carrboro from _____ 200__ to _____ 200__ at the following location: _____

Artist/Exhibitor agrees to:

- ◆ Be responsible for the hanging their art work on _____ 200__.
- ◆ Be responsible for the removal of all art work on or by _____ 200__.

To ensure that a Town of Carrboro representative is present to ensure access to the facility, to provide general guidance- specific times for the installation of the exhibit and removal of the exhibit must be scheduled and agreed upon by both the artist and the Town of Carrboro representative. The Town of Carrboro representative is the Recreation Supervisor serving as the Arts Committee Liaison.

- ◆ Ensuring that all art work to be exhibit is 'Gallery Ready'

Note: "Gallery Ready" Specifications and Guidelines are included in the Confirmation Packet

- ◆ Grant the Town of Carrboro permission to photograph the Work for advertising, promotion, review, exhibition catalogs, record keeping, insurance and any other non-commercial, educational purposes.
- ◆ Assume all risk and expressly releases the Town of Carrboro from liability for damages or loss to the exhibit due to weather conditions, normal wear and tear and any other circumstances that are not covered by the Town of Carrboro's insurance.
- ◆ Complete the Town of Carrboro "Art Exhibit Insurance Form". This form requires a list of various art pieces, detail descriptions and values of each individual piece on exhibit.

The Art Exhibit Insurance Form will be included in the Confirmation Packet and must be submitted at least fourteen (14) days prior to the exhibit being placed on display.

Once the Art Exhibit Insurance Form is submitted, any changes to the actual items on exhibit must be brought to the attention of the Town of Carrboro representative.

- ◆ Notifying the Town of Carrboro representative of any art work removed from the exhibit site by the artist/exhibitor.

Town of Carrboro agrees to:

- ◆ Provide the following items to assist in the installation of the art work: bulletin bar, hooks, level, mounting tabs, frames for artist statement of the exhibit (8" x 10" and 11" x 14"), ladder and basic tools (i.e. hammer, wire cutters, etc.).

note: no nails or other items that may cause damage to the facility walls is permitted

- ◆ Notify exhibitor immediately of a theft or damage that occurs during the period that the art work is on exhibit.
- ◆ Make available to the public an Exhibitor Statement (*provided by the artist/exhibitor*) concerning the art work and to refer to all inquiries regarding purchase directly to the Exhibitor.
- ◆ Provide routine publicity concerning the exhibition of art, in the form of public service announcements to the local media sources, and through the posting of information on the Town of Carrboro Arts Committee or Recreation and Parks Departments web sites.

Publicity created and issued by the Town of Carrboro will usually occur within a few days of the exhibit going on display, and continued during the exhibit. The exhibitor is responsible for providing to the Town of Carrboro representative publicity information and any photographs to be used in the promotions issued by the Town of Carrboro.

By: _____
(Print Name)

Date: _____

By: _____
(Exhibitor Signature)

Date: _____

By: _____
(Recreation Supervisor- Arts Committee Liaison)

Date: _____

10/07