



ART EXHIBITION AGREEMENT
Palos Verdes Library District
701 Silver Spur Rd.
Rolling Hills Estates, CA 90274
artinourlibrary@pvld.org

1. EXHIBITOR INFORMATION		
Name (Individual or Group)		
Address		
City, State, Zip Code		
Contact Person if a group exhibition		
Phone	Fax	Email
2. EXHIBIT INFORMATION		
Title of exhibition:		
Name of Artist(s) or Representative:		
Proposed Location of Exhibit:		
Proposed Exhibit Installation Date		Exhibit Removal Date <i>(exhibit must be removed completely by this date)</i>
Reception Date <i>(subject to availability)</i>	Reception Time from _____ to _____	Library: OPEN or CLOSED <i>(circle one)</i>
Pay or Program? Circle One		
Pay	<i>(continue to section 3)</i>	Program <i>(see section 4)</i>
3. FOR LIBRARY STAFF USE ONLY		
\$100 Refundable Deposit	Received: _____ <i>(date)</i>	Check #: _____
\$100 Exhibitor Fee	Received: _____ <i>(date)</i>	Check #: _____
\$ _____ Reception fee outside of library hours	Received: _____ <i>(date)</i>	Check #: _____
\$45 Reception fee during library hours*	Received: _____ <i>(date)</i>	Check #: _____
*Building must be completely vacated by library closing time. If reception goes past closing time, applicant will be charged a minimum of \$150. Please plan accordingly.		

**EXHIBITOR'S AGREEMENT
PALOS VERDES LIBRARY DISTRICT EXHIBIT SPACES**

FEES AND DEPOSITS

Exhibit Fee: Upon acceptance of art exhibit for display, artist shall pay an exhibit fee of \$100. This fee is intended to cover part of the expense of maintaining the libraries for exhibits.

Refundable Deposit: A refundable deposit of \$100 will be required for all art exhibits, payable at least one month prior to exhibit. Failure to return the exhibit space to the condition in which it was found will result in forfeiture of all or part of the deposit and possible restriction from future meeting room usage. Once it has been determined that there is no damage to the exhibit space, the \$100 deposit will be promptly refunded.

Artists' Reception: Artists may hold a reception during open library hours; there is a \$45 fee for said reception.

Refunds: In accordance with Board Policy No. 6020.2.D, if it is necessary for the artist to cancel the exhibit, a written request for refund must be submitted two weeks or more in advance of the exhibit. All fees are refundable.

4. PROGRAM AGREEMENT

In lieu of paying the \$100 exhibit fee, exhibitors may have the option to provide a program for the library showcasing their particular artistic techniques, a topic related to the exhibit, or their knowledge on the subject of art. The program can be in the form of a lecture or workshop and must be approved by the PVLD's Programming Committee so that it adheres to the high standards of PVLD programming. **The \$100 refundable deposit is still required for this option.**

5. EXHIBIT POLICIES

PHYSICAL LIMITS

Page one of this agreement contains both "installation and removal" dates; artists agree to contact library staff (artinourlibrary@pvld.org) if the dates change; under no circumstances should the removal date be delayed. The area available for art exhibitions is currently limited to the hanging systems. The exhibition space is multipurpose use. Safety is therefore an important consideration! **No pedestals or free-standing art is allowed** as the floor space must be kept clear. **THERE WILL BE NO EXCEPTIONS.**

INSTALLATION

Installation and removal of the exhibit is the responsibility of the artists. Library staff is not available to help with this process. Artists should call (artinourlibrary@pvld.org) to confirm the installation times and dates.

Artwork has to be installed using the hanging systems. Artwork that does not have a wire to hang from (such as unframed drawings on paper) must be attached to the wall with approved and appropriate material that has been specified by the library staff prior to use. Failure to do so may result in forfeiture of the \$100 security deposit and/or future use of the exhibit space if it is determined that excessive damage has been caused. Artists agree that they **will not** mark the walls with any type of marking (pencil, pen, chalk, etc.) and understand that any such markings will constitute damage to the walls.

It is the responsibility of the person signing the Art Exhibition Agreement to inform any and all people who will participate in the installation and removal of the exhibit about these rules, as the contact person will be held responsible for any and all damages to the room/walls. Should the cost of repairs exceed \$100, artists will also be liable for the excess.

ARTISTS' PROFILE/PRICE LIST

It is recommended that a profile of the artists' history be made available for visitors to read.

It is the responsibility of the artist to label his/her own artwork.

A price list, including the number and name of each individual item, should be provided. The price list must contain the name, address, and phone number of the artist. People who are interested in the work must contact the artist directly. The library will not be involved with sales transactions. All sales are subject to a 20% commission fee payable to the library within two weeks following the close of the exhibit.

PUBLICITY

Artists renting the space are responsible for the publicity of their own exhibit. Artists are allowed to display posters or postcards within the library at the library staff's discretion. Banners of any kind are not allowed on library property.

Artists presenting a program (see Section #4) may still provide their own publicity for the exhibit; however, it will need to be approved by the PVL D Programming Committee. In addition, publicity for the program will be provided by the library.

OPENING RECEPTION

Artists may plan a formal opening reception ***after ascertaining that the reception space is available***. To hold the reception outside regular library hours, please contact Administration at 310-377-9584 ext. 247 (the cost is significantly higher than the \$45 fee for a reception during library hours).

Receptions are **subject to availability** and are the artists' responsibility. The reception space must be completely ready to vacate 15 minutes before closing.

Private invitations for the reception are the responsibility of the exhibitor; however, **the reception must also be open to the public**. A private phone number should be listed (not the library's phone number) for questions.

Food and only nonalcoholic beverages may be served during the reception, and are the responsibility of the exhibitor. **Groups or individuals wishing to serve alcoholic beverages must obtain authorization from Administration and provide proof of insurance naming the Library District as additionally insured prior to the event.**

Tables will be provided by the library; however, the exhibitor is responsible for bringing tablecloths, plastic cups, paper towels, plates, napkins, etc. If desired, floral arrangements and soft background music can be included to create a warm atmosphere during the reception.

The kitchen facilities are available for use; exhibitors must be respectful of library property and make sure the kitchen is clean at the end of the reception. **Do not leave leftover food in the refrigerator**. Before leaving, **please dispose of trash**.

LAWN EXHIBITS at Malaga Cove Library

One-day lawn exhibits are allowed during library hours on the Gallery Lawn subject to the same conditions and additional fee as the opening reception. Artists must supply their own easels or other display fixtures. Freestanding pedestals can be used, and sculpture displayed on the lawn. The stone garden walls, building walls, shrubbery, or trees shall not be used to for art displays. The display area is confined to the lawn. No Library furniture can be used outside the Gallery. Such exhibits shall not be scheduled on dates that conflict with scheduled library events such as the Monthly Book Sale.

INSURANCE

The library's insurance policy does not include works on exhibit and the District is not responsible for artworks; therefore, exhibitors must sign an Exhibitor’s Release Form prior to the installation of the artwork. If you want insurance coverage, you must provide your own.

PHOTOGRAPHY

Libraries are public spaces and there is not a reasonable expectation of privacy when utilizing library facilities. Individuals are able to take photographs or video recordings in publicly accessible areas of the library in accordance with PVL D Policy 6100.

TAKING DOWN THE EXHIBIT

It is the responsibility of the artists to ensure that the artwork is removed in a timely manner, but no later than the end of the last day of the exhibit period. Artwork left beyond the agreed upon removal date will be removed by library staff and a \$25 per day charge will be incurred and charged against the \$100 deposit.

EXHIBIT RELEASE

Exhibitor hereby unconditionally releases the Palos Verdes Library District from any liability whatsoever in connection with the subject exhibition, including but not limited to any claim resulting from damage to the property of the exhibition from any cause.

SIGNED AND AGREED TO:

I acknowledge that I have read the above conditions and understand and agree to the above listed conditions.

Name of Responsible Party: _____

Signature: _____

Date: _____