

Pemberton and District Library  
Art exhibition space  
7390 Cottonwood St. 604-894-6916

Artist's name.....  
Address.....  
Phone Number..... Email:.....  
Web site:.....  
Date of show:.....  
Set up time..... Takedown date and time:.....  
Medium.....  
Show title/theme..... Group/ solo.....

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**The Artist is responsible to deliver the following to the librarian PRIOR TO setup day:**

- a one page (max) biography with artist's statement
- quality photos representing work to be exhibited
- a numbered list of all artwork, itemizing each piece with title, medium, size and retail price (tax included) for sales purposes. Note: artwork for the show should be for sale unless you notify the librarian or art committee beforehand that a piece coming in is for exhibition only.
- Any publicity the artist wishes to organize

**The Artist is responsible for the following:**

- timely arrival upon set up and take down days, as arranged with the librarian or arts committee
- professionally presented or framed work, with hangers (eye-hooks) compatible with Library-hanging system for all wall mounted displays.
- typed card for each artwork with artist's name, title, medium and retail price (tax included).
- a biography, artist's statement and any other material for display during the show.
- an agreement via this contract regarding 10% commission of any sales will be due to the Pemberton Library.
- paying the tax due on the sale of any goods to the government bodies applicable.
- shipping of purchased artwork to the purchaser (any costs and arrangements)
- insurance coverage if the artist so chooses for the duration of exhibit.

**The Pemberton and District Library will provide the following services and facilities:**

- arts committee/ artist liaison.
- exhibition walls and hanging system.
- help installing and dismantling artist show.
- **Does Not Include** supply of insurance for displayed art work.
- Collects cash or cheque payment for art; all artwork remains in Library exhibition until end date; purchaser may obtain purchased art after the clearing of a cheque payment.

**To secure the exhibition the Artist will sign two copies of this contract, keeping one and returning the other to the Librarian.**

.....  
Artist's signature

.....  
Date

Questions? Contact the Trustee's Board Arts Committee or Library Director.