

Exhibit Release Form

- Artists are responsible for delivering, setting up, and removing their exhibits in a timely manner. Library staff are unable to assist in the set-up or take-down of exhibits. Boxes, bubble wrap, and packing material may not be stored at the library during the exhibit.
- All installations must be done in a non-destructive manner and subject to prior approval of installation methods and hardware.
- Insurance on exhibited work will be the responsibility of the artist. The City of West Linn will not accept responsibility for loss or damage.
- The gallery space is unsecured by day and fully locked when the building is unoccupied.
- Artists will be allowed to offer works for sale. Artwork that is sold during the show must remain until the conclusion of the show. Payment will be made directly to the artist. While the library doesn't charge artists for use of this space and doesn't take a commission on sales, if you sell any artwork the library would appreciate a small voluntary donation to the Friends of the West Linn Library.
- If an artist has an exclusive sales contract with a gallery, it is the artist's responsibility to uphold the terms of the contract.
- The library is not able to provide an opening reception. The gallery space will be reserved for exhibiting artists who wish to host their own receptions.
- Artists must sign this release form before items can be put up for display.

I understand these rules and procedures and agree to all of the above.

Name: _____

Signature: _____ Date: _____

Exhibition Date: _____

Address: _____

Phone Number: _____

