

**APPENDIX B
STANDARD / TEMPLATE FOR LIBRARY ART AND ARTISAN EXHIBITION
AGREEMENT**

POLICY 1075

Page 1 of 5

Library Art and Artisan Exhibition Agreement

AGREEMENT BETWEEN THE EXHIBITOR(S)

First Name:

Last Name:

And the [enter name of library], dated:

TITLE OF EXHIBITION

[insert]

SET UP DATE

[insert]

TAKE DOWN DATE

[insert]

DATES/HOURS OF EXHIBITION

[insert]

[insert]

**APPENDIX B
STANDARD / TEMPLATE FOR LIBRARY ART AND ARTISAN EXHIBITION
AGREEMENT**

POLICY 1075

Page 2 of 5

Terms and Conditions

Exhibition Space

1. The Library will not charge Exhibitors for Exhibition Space. Library Exhibitions will be free to the public.
 2. The Library will make every effort to provide the Exhibition Space as agreed. However, the Library does reserve the right to: (i) cancel an Exhibition, (ii) change the manner in which an Exhibition is displayed, and (iii) require any item(s) to be removed from the Exhibition.
 3. When possible the Library will provide an art hanging track.
 4. Exhibitors will ensure their Works are ready for display (e.g., frames, wire for hanging, etc.).
 5. Works are displayed at the Exhibitor's own risk.
 6. All signage accompanying Works must be in both official languages. The Library will provide a standard template for signage to be completed by the Exhibitor.
 7. Prices cannot be listed on this signage but contact information for Exhibitor may be provided along with a handout listing of prices prepared by the Exhibitor.
 8. The Exhibitor must be aware that because the Exhibition Space is in a public space, photographs of Works may be inadvertently taken.
 9. It is expected that all items submitted will remain on exhibit for the agreed time.
 10. The Exhibitor is solely responsible for matters relating to the selling of his or her Works.
 11. The Library will not claim commission on any sold Works.
-

**APPENDIX B
STANDARD / TEMPLATE FOR LIBRARY ART AND ARTISAN EXHIBITION
AGREEMENT**

POLICY 1075

Page 3 of 5

Exhibition Hours

1. Exhibitions, viewings and openings are open to the public and only during library hours.
2. The Exhibition Space may only be used on the dates and hours as per the agreement between the Library and the Exhibitor and only for the purposes stated.
3. The length of the Exhibition will be determined as outlined in this agreement.

Installation and Dismantling of Exhibitions

1. Each Exhibitor is wholly responsible for the installation and dismantling of his or her Works, as scheduled by the Library Manager/Director.
 2. Library staff are not responsible for any aspect of installation or hanging of Works but may however provide guidance and appropriate equipment such as a ladder, funtac for signage or other material when possible.
 3. The Exhibitor assumes responsibility for the transportation of all Works to and from the Library.
 4. Each Exhibitor must leave the facilities in the condition in which they were found. Each Exhibitor shall be responsible to the Library for all damages to the building or equipment.
 5. If in the event the Library must dismantle an Exhibition because it is not removed as scheduled by the Exhibitor, the Library is not responsible for any damages to the Works.
 6. Library staff will make every reasonable attempt to contact the Exhibitor if the Exhibition is not removed from the Library following the Exhibition period. Works may be removed to allow for another scheduled Exhibition. If the items are not collected, the Library may dispose of the uncollected items and may charge the Exhibitor for the disposal costs.
 7. The Exhibitor must ensure that all Works are installed safely and that it does not present any health or safety hazards to others using the premises.
-

**APPENDIX B
STANDARD / TEMPLATE FOR LIBRARY ART AND ARTISAN EXHIBITION
AGREEMENT**

POLICY 1075

Page 4 of 5

Exhibition Publicity and Promotion

1. If the Exhibitor wishes to have special events or an opening, this must be arranged with the Library Manager/Director during library open hours.
2. Library staff is not required to provide tours of exhibited Works. Nor will they provide security for Works. Library staff will not be a part of any commercial activities relating to the sale of exhibited Works.
3. Any published promotion of the Exhibition must be approved in advance by the Library Manager/Director and the Exhibitor.

Insurance

1. The Library does not provide insurance for Exhibitions. Exhibitors must arrange for their own insurance or exhibit at his or her own risk.
2. The Library accepts no responsibility for lost, damaged or stolen Works.

I have read and understood this agreement and NBPLS Policy 1075 - Art and Artisan Exhibitions. For myself, or on behalf of the group I represent, I hereby agree to abide by the requirements set out in this agreement and NBPLS Policy 1075 – Art and Artisan Exhibitions.

Name (please print):

Signature:

Date:

**APPENDIX B
STANDARD / TEMPLATE FOR LIBRARY ART AND ARTISAN EXHIBITION
AGREEMENT**

POLICY 1075

Page 5 of 5

I have read and understood this agreement and NBPLS Policy 1075 - Art and Artisan Exhibitions. I hereby agree to abide by the requirements set out in this agreement and NBPLS Policy 1075 – Art and Artisan Exhibitions.

Name (please print):

Signature of Library Manager/Director

Date:
