

Confirmation for City of Lafayette Gallery Display

Congratulations on being selected to show your work with the City of Lafayette! We look forward to sharing your artwork with our community!

Your show is scheduled for (date): _____

Your show is selected to show at (place): _____

You can install your work on (date & time): _____

Please plan to remove your work on (date & time): _____

Gallery Contact Person (name, email, phone): _____

Guidelines for City of Lafayette Galleries

Please ensure that your work is:

- Framed, matted, assembled or otherwise ready to hang and should have a wire on the back for hanging.
- Suitable for public display and appropriate for all ages.
- **All artwork must have hanging wire, so that it may be compatible with the city galleries hanging system.**
- **Artists must hang with the cable and hook system. No nails are allowed in any of the city gallery walls.**
- Provide your own gallery cards or labels with title, medium and price. These must be affixed to the wall with blue painters tape only.
- Please provide an artist's statement either framed and able to be hung, or in a clear acrylic stand

Gallery Walls sizes:

City Hall – 10' wide by 6' high & 8' wide by 6' high – two wall sections

Senior Services - 16' wide by 10' 3" high – one wall

Library – Brick wall, north end 26' wide by 6' high **and** Brick wall, south end 48' wide by 6' high

RESPONSIBILITIES OF THE PARTIES

1. **Artwork.** Artists are responsible for installing and hanging their shows; it is recommended that a colleague be present to assist with artwork hanging. The City of Lafayette will give objects left in its custody the same care provided similar property of its own. Evidence of damage to objects at the time of receipt or while in custody will be reported immediately to the Lender.
2. **Hanging.** The artist is responsible for hanging artwork using the provided hanging cable and hook system. No nails are allowed in city gallery walls.
3. **Labels.** The artist is required to provide their own labels with title, media, and price and contact information.
4. **Sales.** The artist will provide contact information and handle the transactions of all sales of any work. It is not required that works are for sale. "NFS" should be used on all works not for sale. If any work is sold, however, it must remain in place until the end of the show or an appropriate work must be hung in its place. All sales transactions exist solely between the artist and the buyer; the City of Lafayette does not facilitate or participate in any sales on behalf of private parties.
5. **Insurance.** Artists are responsible for insuring their art. The City of Lafayette does not insure art nor is it liable for any theft or damage. The City of Lafayette is not responsible for artworks or materials left after the agreed-upon time.
6. **Value of objects loaned.** The value of the object(s) loaned under this agreement needs to be established by the Lender. The Lender declares this value in good faith and, upon request, can provide evidence to support this assertion.
7. **Publicity and Photography.** Unless the City of Lafayette is notified in writing to the contrary at the time the object(s) is/are loaned, it is understood that the object(s) on loan may be photographed and reproduced exclusively for publicity purposes connected with the exhibition, for exhibition documentation and for educational purposes.
8. **Return of loans.** Upon expiration of the loan, the object(s) will be released to the lender. The lender agrees to pick up the artwork at the end of the exhibition. Unclaimed art becomes the property of the Cultural Resources Division of the City of Lafayette.
9. **Taking down your show.** The artist is responsible for dismantling on the previously agreed upon day. Since shows are tightly scheduled, you are requested to give as much notice as possible if the date must be changed.

Artwork Inventory Sheet

Please complete, sign and return to your gallery coordinator when you hang your show.

Artist Name: _____

Phone Number: _____ Email: _____

Show scheduled for: _____

Date/Time of Hanging: _____ Date/Time of Removal: _____

Item Name	Description	Price

Total number of items:

I agree to the terms and conditions of the Guidelines for City of Lafayette Galleries.

Artist Signature: _____