



Art Exhibit Agreement

between

Markham Public Library (the Library)

and

_____ (the Exhibitor)

Exhibit Title: _____

Exhibit Dates From: _____ To: _____ **Exhibit Location:** _____

General:

- Exhibit space is offered subject to availability, and taking into account the Library's own needs, especially the necessity to maintain all usual Library functions and operations throughout the period of the exhibit.
- The Library retains the right to determine suitability of any proposed exhibit and has final authority over the review, selection and arrangement of exhibits at the Library.
- The space provided for the exhibit is not designated as an Art Gallery and is not maintained or presented as such. The space is provided "as is". (may be used if exhibit is within program / meeting room space or on art rail walls)
- Exhibits are unsupervised and are accessible to the public throughout Library open hours except when the space is required for Library purposes. (language may be more specific dependant upon factors such as location within branch and any known barriers to access)
- The Library will make every effort to provide the exhibit space as agreed. The Library reserves the right to reject any part of an exhibit or change the manner in which an Exhibit is displayed. Exhibits are reviewed within the context of the public space and its users. Library staff will make the final decision as to timeframes and location of exhibits.
- If works are for sale all transactions must be carried out between the Exhibitor and any prospective buyer. In response to inquiries from prospective buyers Library staff will provide the artist's contact information. The Exhibitor will not promote or sell their works in person in the Library with the exception of the opening reception. Works sold will remain on exhibit throughout the designated exhibit period.
- The Exhibitor is responsible for insurance coverage of their works during the exhibition.
- The Library is not responsible for any damage, theft or loss that may occur to the exhibition materials while on display at the Library.
- The Library reserves the right to terminate the exhibit at any time at its sole discretion.

Installation and Removal

- The Exhibitor is responsible for the delivery, installation and removal of its exhibits as well as the means for hanging its work as agreed with Library staff.
- Where available the Library will supply chains and hooks for the hanging art system. All other costs associated with installation, display and removal of the exhibition are at the expense of the Exhibitor.
- If, during the course of the exhibit, the Exhibitor wishes to remove or replace any item, he/she must notify the Library indicating which pieces have been removed or replaced.



- If the exhibit is not removed as scheduled the Library will make every reasonable attempt to contact the Exhibitor before removing the exhibit. If the items are not collected, the Library may dispose of the uncollected items and may charge the Exhibitor for any disposal costs.

Promotion

- The Exhibitor is responsible for promoting the exhibit
- The Exhibitor may not imply Library sponsorship or that the exhibit represents any views or opinions of the Library or its employees. This includes, but is not limited to use of the Library's logo, website address, or other official marks of the Library.
- All in-Library promotion of the exhibit must be approved in advance by the Library
- The Exhibitor gives the Library permission to use the images and information submitted by the Exhibitor for the purposes of promoting the exhibit. The Library may promote the exhibit on its website, in media releases, social media and other promotions. The Library may also archive the exhibit on the Library website.

Opening Reception or Exhibit Program

- The Library will provide [name space] for a fee of [price] for the purposes of an Opening Reception on [date and time].
- Exhibitor is responsible for promoting the Opening Reception.
- The Exhibitor is responsible for providing any refreshments. Alcoholic beverages are not permitted.
- Library staff will provide setup of the space
- Use of the space is pursuant to the Library's **Room Rental Policy**.

I have read and understand this **Agreement** and the **Art Exhibit Policy**. For myself, or on behalf of the group I represent, I agree to abide by the requirements of this Agreement.

I certify that the works exhibited are original (i.e. not copies of works by other visual artists) and that I have the right and authority to exhibit them.

Signed for the Exhibitor:

Name: _____

Signature: _____

Date: _____

Signed for the Library:

Name: _____

Signature: _____

Date: _____