



Gallery@BMC Letter of Agreement

To:

Dear

Belmont Community Media is pleased to have you exhibit your artwork at the Gallery@BMC. This information package will help you prepare for your show. Please read through it thoroughly.

Exhibition Schedule:

Your exhibit will be on view during the following time period: _____.
You may install the exhibit anytime beginning _____. Please note the BMC hours of operation (Mon-Fri 12 noon – 8 pm / Saturdays 10am to 2pm) and take down the exhibit on _____. The reception is scheduled to take place on _____ from 6:30 to 8 pm.

Hanging Your Work:

Our gallery provides “S” hooks, string, a ladder, and a level to hang your work. If you include any written documentation or titling of pieces, please remember that you must use materials that will not make marks on the walls.

Publicity:

BMC will help publicize your show through our website, email list, and by sending press releases to the local Belmont newspapers and the Boston Globe online calendar. A press release will be written by BMC staff following a short interview with you either in person, via email or over the phone (to be scheduled.) We do need to have all promotional materials (including a selection of JPEG images of your work) by _____.

You can further publicize your show on your own, but you **MUST** first have all publicity approved by Stacey Conley, the Gallery Exhibition Coordinator. This is to ensure that the publicity information I accurate and properly credits BMC and our sponsors.

Postcards:

Many exhibitors choose to send out promotional postcards to individuals and groups they believe will be interested in attending their exhibit. The design, printing, and mailing of promotional postcards are done at the exhibitor’s expense.



Artists' Reception:

You are responsible for providing any refreshments you would like to serve at the reception, as well as paper goods and eating utensils. Please arrive at least one hour before the start of your reception to set up and prepare refreshments. It is also your responsibility to clean up after the reception. Some artists have musical guests perform during the reception. Please arrange this with the Gallery Exhibition Coordinator.

Sales:

You may sell your work on display. BMC requests a **10% commission** on all sales, which helps BMC to defray costs for operations & supplies, and guarantees that BMC may continue to offer the gallery space at no cost to our members and the public.

Promotional TV Program:

As part of your exhibit, BMC may produce a video of your exhibit as part of our TV series "In the Gallery". This program will be cablecast on BMC's Public Access Cable TV Channel during the period of the exhibit and be screened during the reception. The video will also be uploaded to BMC's website. You will receive one DVD copy of the program. The charge for any other copies made will be \$20. However, BMC Members may make provide their own DVD disks and make their own copies at no charge.

Hold Harmless Agreement:

All exhibitors are required to sign the "Hold Harmless Agreement" with BMC as our insurance does not cover exhibits.

We look forward to your exhibit at the BMC Gallery. If you have any questions, please do not hesitate to contact me.

Sincerely,

Stacey Conley
Community Outreach & Member Services
Belmont Media Center

Date: _____

Signature of Exhibitor(s): _____

For BMC: _____



Hold Harmless Agreement

I, _____ (hereafter referred to as “exhibitor”) agree that I will abide by the following terms and conditions in order to have my artwork displayed at the Belmont Community Media Center, Inc. (hereafter referred to as “BMC”)

Exhibit Dates: _____

- 1) Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the injury or damage to the display while at the premises of BMC including, without limitation, art, artworks, paintings, photographs, equipment, furniture, fixtures, equipment and all other property of all kinds connected to or used therewith whether said display and all items therein or connected or used therewith are owned by, leased to, or in the possession or control of the Exhibitor.
- 2) Exhibitor shall indemnify and hold harmless BMC, its agents, visitors, volunteers, guests, and employees, and board of directors from any and all such losses, damages, and claims.

This agreement shall be executed in duplicate and shall be binding on both parties.

Signature of exhibitor

Date

(Print name of exhibitor)

Signature for BMC

Date

(Print name for BMC)