

## **Information for artists exhibiting.**

The library is not responsible for any art damaged or stolen during the show. The library, while open will always have an attendant at the desk, but there is no attendant on the second or third floors.

Meetings are held in the gallery. When a meeting is in progress, the gallery may be closed to visitors.

### **Exhibitor's responsibilities include:**

- Hang and remove the art at times approved by librarian. Art is not attached to the wall but rather hung by fish line from the molding.
- Provide a list of all artworks and, if the items are for sale, the price of each piece and the percentage that will be donated to the library. A copy of this list will be in the gallery another at the front desk
- Provide a label for each piece, include title, price, fraction to library. Attach the label to the painting not to the wall.
- Provide an artist's statement or biography (email to library) to go on website and a copy will be present in the gallery and at the front desk.
- Sales. All sales are direct to the artist. The artist may designate a local agent to be called to make a sale. If requested, the library can accept a buyer's check made out to the artist. The artist must provide the library with a signed receipt for each piece. The buyer can be asked to write two checks, one to the artist and another for the donated fraction to the Fundación Biblioteca de Boquete.
- Artwork can be designated as sold and picked up at the end of the show. The library recommends that the artist require that the buyer put down 25% of the price. This is applied to the final purchase but is not refundable if the buyer changes his mind. The library would need a receipt signed by the artist for this down payment.

## **For exhibitions in the gallery**

- Host an "opening" (refreshments optional) of a 2-3 hour period when members of the community and friends can meet the artist. Clean up and carry out all trash from reception (bring plastic bags for garbage).
- Design a poster to advertise the show and the opening.

## **The Library will:**

Help advertise the show.

- Email the poster to the library at [admin@BiblioBoquete.com](mailto:admin@BiblioBoquete.com) so they can distribute it via electronic means (we have a mailing list).
- Write your own event post for the website and send it to [admin@BiblioBoquete.com](mailto:admin@BiblioBoquete.com). That way you can be clever with the title and be much more descriptive with your event. Include:
  - Title
  - Description (1 - 2 paragraphs is best or a bulleted list)
  - Start and end dates / times
  - Contact name - if you want it added
- Notify local media, print and radio, about the show.
- The library can also distribute hard copies of the poster to key locations.
- Specify times when the artist can access the room to: (i) hang the show; (ii) hold the reception; (iii) take down the show – send this information to [admin@BiblioBoquete.com](mailto:admin@BiblioBoquete.com)

I agree to these conditions.

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Signature of artist

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Date