

Information for artists exhibiting in photo space or on individual walls

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.

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 (The library is non-profit and appreciates at least 10% of sales). 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 photo.
- Provide an artist's statement or biography (email to library) to go on library 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.
- Note that photos of children or indigenous can not be displayed in the library without permission of the individuals (or parents of the individual) in the photo.

The Library will:

Help advertise the show:

- Email the poster to the library at 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. 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

I agree to these conditions.

Signature of artist

Date