

# Unitarian Universalist Church TOMBAUGH GALLERY EXHIBITION AGREEMENT

The Tombaugh Committee is pleased to exhibit your work in the church from \_\_\_\_\_, to \_\_\_\_\_, with the following conditions:

**General:** The Committee makes any decision regarding the suitability of any item for display. The exhibitor may not make substitutions without approval by the Committee.

**Hanging and Removal:** The committee contact will meet the exhibitor at the church at 9:00 a.m. on the Saturday morning immediately preceding the exhibit unless otherwise arranged, and hang/arrange the exhibit. Any necessary additional help must be arranged by the exhibitor.

All art must be removed by the following Friday \_\_\_\_\_ after the specified exhibition closure date, at a time arranged with the Committee contact. Items still in place after that time will be removed and stacked at the exhibitor's risk.

It is the exhibitor's responsibility to 1) bring items ready for hanging (substantial frames with wire hangers; discuss with your committee contact; 2) provide a price list (if items are for sale) of items being shown (2 copies); and 3) provide label cards with titles, medium, title, and prices. No nails may be driven into the walls; no tape may be used on the walls, (other than masking tape); and display labels which might damage paint may not be affixed.

**Reception:** The committee contact will help schedule one reception at the exhibitor's request subject to: existing priorities on the church schedule. Invitations to the reception are the responsibility of the exhibitor. The exhibitor will provide paper goods, table cloths, server, cleaning materials, etc. and any refreshments to be served. Refreshments are to be served in the designated area. It is also the exhibitor's responsibility to leave the kitchen and exhibition space clean and in order.

NOTE: The church does not permit serving alcohol or red beverages at the reception unless special arrangements have been approved by the Board of Directors.

If unusual circumstances necessitate viewing at some time other than the reception or between/after church services, the exhibitor shall make arrangements through the committee contact or call the church office. The church office is open 10:00 a.m. to 2:00 p.m. Monday thru Friday.

**Sales** All sales transactions are the responsibility of the exhibitor(s). The church does not collect or transmit sales tax, or accept credit card payment. For any sale initiated as a result of the exhibition, the exhibitor(s) agrees to donate 30% of the total proceeds to the Unitarian Universalist Church of Las Cruces. The exhibitor will provide replacements for any item sold to someone wanting immediate possession.

**Publicity** The church may include information about the exhibit in its weekly program announcements, and will insert an announcement and brief biography of the exhibitor(s) in its newsletter. Any such biographical material must be first submitted to the Committee. Any other publicity is the responsibilities of the exhibitor. In any publicity, the Church's number may not be used for telephone inquiries.

**Damage/Loss** All responsible care will be taken of any art work on display. However, the Church is not responsible for the loss of or damage to, any art work. Insurance is the exhibitor's responsibility. Proof of insurance must be presented or a waiver of responsibility must be sign.

I have read, and agree to, the above items and  
I release the Unitarian Universalist Church of any and all responsibility.

Exhibitor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Committee Contact \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Please list the number of items, medium, title(s), and price (or NS, not for sale):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_