



GALLERY SPACE AGREEMENT

Show Type: Solo Group/Organization

Group/Organization Name

Artist/Primary Contact Name (Last, first, middle initial)

Phone number

Street address, City, ST, ZIP Code

Email address

Exhibition Title

Artist Website

Medium(s)

Social Media Accounts and Usernames for Publicity (i.e. Facebook, pattersonlib)

Artist Responsibilities:

By signing below, I agree to:

Installation Date: _____ Removal Date: _____

- Artist(s) should bring their artwork to the Patterson Library Octagon Gallery and remove their artwork from the Library at the above agreed upon dates. No artwork may be stored at the Library before or after the show.
- Artist(s) agree to provide the library with current contact information. Failure to respond to the Library's communications within a reasonable amount of time may result in a loss of the reserved exhibit slot.
- Artist(s) agree to notify the Library at least three months in advance of the installation if the exhibit will contain any 3D pieces. All 2D hanging pieces should be in a quality frame, dry-mounted on foam board, or stretched/wrapped canvas with sufficient wire and hardware. (Sawtooth hardware is not permitted).
- Artist(s) agree to share an Artist Statement and graphics for promotions to the Library two months in advance of the exhibit. If the artist(s) would like the Library to provide Gallery Tags for the show, the full inventory of artwork should be sent to the Gallery Curator ten business days before the Installation Date listed above.

The Octagon Gallery at Patterson Library

40 S. Portage St.
Westfield, NY 14787



- Patterson Library does not sell artwork or handle any money or checks. Artist(s) are encouraged to provide their cards, flyers, etc. so that interested parties may contact them about purchasing artwork.
- Patterson Library reserves the right to refuse display of any artwork provided for a show.
- Changes to the exhibit after opening are discouraged, and only allowed with the permission of the Gallery Curator.
- Copyright Permission: The artist(s) grants to Patterson Library the right to use images (photos) of the displayed artwork in materials relating to the exhibition of the artwork in the Octagon Gallery. This agreement also allows promotion in all media, including the internet, as long as these images are not used for commercial purposes. This permission is granted indefinitely.
- Artist(s) will provide a signed "Fine Arts Loan Agreement and Insurance Provision Form" at the time of installation.

I have read and understand the "Octagon Gallery Exhibit Policy." Initial _____

If any issues arise with the timeline, or you have any questions, contact the Gallery Curator at (716) 326-2154 or curator@pattersonlib.org.

Artist Signature

Date

Gallery Curator Signature

Date

Approved by the Patterson Library Board of Trustees 11/09/2023