



Langdon Divers Community Gallery TERMS OF USE

1. **Setup/takedown of exhibits:** Setup and takedown of exhibits will be on the first Wednesday of every month at 9 a.m. sharp, as established by the gallery curator, representing the Fond du Lac Public Library (FDLPL). The only exceptions will be made by FDLPL staff or the curator, owing to inclement weather or other emergency. Artwork must be removed the day of takedown. Items not retrieved 30 days after takedown date will be disposed of.
2. **Hanging of exhibits:** It is the sole responsibility of the gallery curator and/or library staff to hang each exhibit. If groups or artists wish to assist, the curator must agree to these terms at least 60 days in advance of setup date. Groups or artists may offer advice or suggestions on placement, but the actual installation will be done by the curator.
3. **Publicity/labeling:** FDLPL staff and the curator will handle all signage and promotion. Fifteen copies of the exhibit poster will be available to the artist or artists' group upon request. Artists and representatives of artists' groups are responsible for providing information (including exhibit title, description and at least three representative JPEG photos) at least 60 days in advance of setup date.
4. **Reception date/time:** The public reception for each exhibit will be on the second Thursday of the month, from 6-8 p.m. Any deviation from this date must be approved by the curator 60 days in advance of setup date. Refreshments will be provided by the curator unless otherwise arranged in advance. Alcoholic beverages are not allowed.
5. **Removal of artwork:** Artwork is to remain in the gallery during the entire exhibit. Removal without express permission from the curator may result in disqualification of future library gallery participation.
6. **Commission of artwork sold:** FDLPL will take a 30 percent commission from each work sold (artwork does not need to be for sale). Artworks sold will be labeled as such and remain on exhibit through takedown day. Artists will receive payment by check from the City of Fond du Lac at least two weeks after the exhibit has ended. If your work has sold, please forward your mailing address to the curator.
7. **Exhibit size:** Gallery space dictates maximum exhibit sizes of approximately 45 small (under 12" square) or 30 large (over 24" square) pieces.
8. **Subject matter:** FDLPL is a family-oriented inclusive community institution. The curator, working with library staff, reserves the right to refuse exhibits or pieces in exhibits they deem inappropriate.
9. **Liability:** FDLPL assumes no responsibility for the preservation, protection, possible damage or theft of any item displayed or exhibited. All items placed in the Langdon Divers Gallery are so placed at the owner's risk.

I have read and agreed to the terms listed above. I understand that failure to comply with these rules may result in disqualification of participation from future exhibits in the Langdon Divers Community Gallery.

I agree that the Fond du Lac Public Library is not responsible for any items that are lost, damaged, or stolen while on display and that the presentation of any exhibit or display does not represent an endorsement by the Fond du Lac Public Library, the gallery curator, its trustees or staff.

SIGNED: _____ DATE: _____
(Artist or Artists' group representative)

SIGNED: _____ DATE: _____
(Langdon Divers Gallery Curator, representing the Fond du Lac Public Library)