

## ART ANNEX POLICIES

All Guest Artists are requested to sign and return this form.

Artists exhibiting art in the Artesia Historical Museum & Art Center's Art Annex gallery do so at their own risk. We are protected with security and fire alarms, and are insured for outside exhibits up to \$10,000. The Art Annex gallery is kept locked except when visitors are accompanied by a member of the Museum staff.

The Guest Artist will make arrangements with the Museum Manager. Exhibitions usually run for at least two months or longer if desired. The Artist or Museum Manager will hang the show, as arranged. The Artist is responsible for getting all publicity materials to the Museum Manager, who will take care of publicity releases, etc. The Museum will help out with arrangements for light refreshments for receptions; we also have coffee pots, and a punch bowl that can be used.

The Museum Foundation received a 25% commission from artwork sold during the Artist's show. The Museum will accept payment for the purchase, payable to the Artist. The Artist will then turn over the 25% commission to the Artesia Historical Museum & Art Center Foundation. The artwork will then be marked as "sold", and can be picked up at the end of the exhibition. All shipping arrangements are the responsibility of the Artist.

Please sign and return this form to the Artesia Historical Museum & Art Center, signifying understanding and compliance of these policies. Thank you!

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Guest Artist

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date

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Address

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Number of works

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Phone number

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Parent/Guardian's signature if the Guest Artist is under 18

**ALL ENTRIES IN THE ART & PHOTOGRAPHY SHOWS MUST BE ACCOMPANIED BY A SIGNED COPY OF THIS FORM!!!!**