



## Gallery@BMC Letter of Agreement

To: \_\_\_\_\_

Dear \_\_\_\_\_,

Belmont Community Media is pleased to have you exhibit your artwork at the Gallery@BMC. This information package will help you prepare for your show. Please read through it thoroughly.

### **Exhibition Schedule:**

Your exhibit will be on view during the following time period: \_\_\_\_\_. You may install the exhibit anytime beginning \_\_\_\_\_. Please note the BMC hours of operation (Mon-Fri 10am – 8pm / Saturdays 12pm to 5pm) and take down the exhibit on or near to \_\_\_\_\_. The reception is scheduled to take place on the following time and date: \_\_\_\_\_.

### **Show Fee:**

There is a \$25 fee for professional artists to exhibit their work in the Gallery to offset renewable supplies cost. Artists who are members or join BMC will receive a show fee waiver.

### **Hanging Your Work:**

Our gallery provides “S” hooks, string, a ladder, and a level to hang your work and other accessories. If you include any written documentation or titling of pieces, please remember that you must use materials that will not make marks on the walls.

### **Publicity:**

BMC will help publicize your show through our website, email list, and by sending press releases to the local Belmont newspapers and the Boston Globe online calendar. A press release may be written by BMC staff following a short interview with you either in person, via email or over the phone (to be scheduled.) We do need to have all promotional materials (including a selection of JPEG images of your work) by \_\_\_\_\_.

You can further publicize your show on your own, but you MUST first have all publicity approved by the Gallery Exhibition Coordinator. This is to ensure that the publicity information is accurate and properly credits BMC and our sponsors.



**Postcards:**

Many exhibitors choose to send out promotional postcards to individuals and groups they believe will be interested in attending their exhibit. The design, printing, and mailing of promotional postcards are done at the exhibitor’s expense.

**Artists’ Reception:**

You are responsible for providing any refreshments you would like to serve at the reception, as well as paper goods and eating utensils. Please arrive at least one hour before the start of your reception to set up and prepare refreshments. It is also your responsibility to clean up after the reception. Some artists have musical guests perform during the reception. Please arrange this with the Gallery Exhibition Coordinator.

**Sales:**

You may sell your work on display. BMC requests a 10% donation on all sales, which helps BMC to defray costs for operations & supplies, and guarantees that BMC may continue to offer the gallery space at minimal cost to our members and the public.

**Promotional TV Program:**

As part of your exhibit, BMC may produce a video of your exhibit as part of our TV series “In the Gallery”. This program will be cablecast on BMC’s Public Access Cable TV Channel during the period of the exhibit and be screened during the reception. The video will also be uploaded to BMC’s website. You will receive one DVD copy of the program. The charge for any other copies made will be \$20. However, BMC Members may provide their own DVD blanks and make their own copies at no charge.

**Hold Harmless Agreement:**

All exhibitors are required to sign the “Hold Harmless Agreement” with BMC as our insurance does not cover exhibits.

We look forward to your exhibit at the BMC Gallery. If you have any questions, please do not hesitate to contact me.

Date: \_\_\_\_\_

Name of Exhibitor: \_\_\_\_\_

Signature of Exhibitor: \_\_\_\_\_

For BMC Name: \_\_\_\_\_

For BMC Signature: \_\_\_\_\_