



Sacandaga Valley Arts Network Artist Exhibition Agreement

The purpose of a Sacandaga Valley Arts Network (SVAN) Artist Gallery exhibit is to (1) increase the quality and quantity of cultural programming throughout the Sacandaga region, (2) assist local artists in improving their artistic opportunities and, (3) to improve the quality of life in our villages.

Unless otherwise agreed upon, the Artist Gallery Exhibits will be held in the *Northville Public Library* located at 341 South Third Street, PO Box 1259, Northville, NY 12134, Phone: 518-863-6922.

Please submit this agreement and all other required documentation six weeks prior to the agreed upon exhibition date.

Artist's Name: _____

Mailing Address: _____

Email Address: _____ **Web Site Address:** _____

Phone # (day): _____ **Phone # (evening):** _____

Exhibition Title: _____

Exhibition Description: *Please include description on page two of this agreement.*

SVAN Member: Y N

All exhibiting artists are encouraged to become members of SVAN. If you are not a current member, and wish to join, please contact Darla Oathout, Membership Committee Chair at 835-9731.

Exhibition Month: _____

Installation: SVAN Visual Arts Committee will install the exhibition, following museum standards and measurements. All work must be clean, wired, and ready to hang. Each piece must be identified on the back with its title to match the inventory list. The art should be delivered to the library on _____ and removed on _____.

Term of

Exhibition: The art will be displayed for one month. Normally, one full month is from the first of the month to the last day of the month. If this is an issue, please notify the Visual Arts Chair. Note: Library is closed on Sundays.

Reception: SVAN will host a reception with light finger foods and beverages for the artist the first Tuesday evening after opening day or you may have a closing reception (dates may be negotiated). The artist is required to be at the reception, the extent of interaction with the art viewers is up to each individual artist.

- Publicity:**
- a) Artist must send a Resume, Biographical Information, and an Artist Statement to Leslie Sittner at jesbo@frontiernet.net 30 days prior to the exhibit. Please include a color or B&W photo (5x7) that can be used for promotional purposes. Ideally, e-mail this information as Word document(s) if from a PC or as PDF if from a Mac, attaching a high-resolution digital photograph.
 - b) SVAN Visual Arts Chair will be responsible for sending out press material to the media, SVAN newsletter, SVAN website, and SVAN e-mail Grapevine.
 - c) Artists are responsible for having postcard announcements made and mailed to their family, friends and patrons 2-3 weeks before the opening reception. This is not a requirement, however, SVAN has found that sending postcard announcements is a very effective promotional tool.

Insurance: The artist is responsible for all insurance on his/her artwork. SVAN will exercise reasonable care hanging/displaying artwork.

Inventory: An inventory list of all titles, media, and prices are due one week before the artwork is delivered to the library. E-mail this list to Leslie Sittner at jesbo@frontiernet.net. If possible, this information should be in an Excel spreadsheet.

Sales: SVAN is entitled to a 10% commission on each sale commission from sales made during or resulting from SVAN sponsored exhibitions. No work can be removed during the show.

Cancellation: The artist may cancel at no cost to the artist up to the month prior to the first day of the exhibit. Should the artist cancel between one month and two weeks prior to the first day of the exhibit, the artist will reimburse SVAN for all costs incurred by SVAN not to exceed \$50. If cancellation occurs within two weeks of the first day of the exhibit, the artist will reimburse SVAN for all costs incurred by SVAN, not to exceed \$100.”

Gallery Hours:

Monday	9:30 AM – Noon
Tuesday	9:00 AM – 8:00 PM
Wednesday	9:00 AM – 4:00 PM
Thursday	9:00 AM – 4:00 PM
Friday	9:00 AM – 4:00 PM (April – August)
Friday	9:00AM – Noon (September – March)
Saturday	10:00 AM – Noon

Exhibition Description:

“I fully understand the terms of this agreement and I agree to them.”

Signature: _____ **Date:** _____

If you have questions, contact Co-Chairs Constance Dodge at 863-2201 or Janet Mitchell at 863-2170. Please snail mail this completed form to Constance Dodge, 936 South Shore Road, Edinburg, NY 12134.