

Museum Studios Gallery Instructions for Exhibiting Artists

Definition: The exhibiting artist or artists will be identified as “the Exhibitor”.

The Exhibitor’s Responsibility:

- The Exhibitor is requested to submit an Exhibition Proposal as specified in “Museum Studios Gallery Curatorial Prospectus and Guidelines” to the Gallery Committee for approval.
- The Exhibitor is responsible for the design, printing and mailing cost of the postcards. Postcards must be approved by the Gallery Committee.
- The Exhibitor will get approval from the Gallery Committee for the date and time of any reception and provide at their own expense any refreshments that are to be served at the reception.
- The Exhibitor will supply professional looking frames, pedestals or whatever is necessary to exhibit their work. Wall art must be wired and ready for hanging.
- The Exhibitor is requested to donate 30% of all sales received in or derived from the exhibit to the Museum Studios.
- While utmost care will be taken to assure the safety of the exhibited art work, the Museum Studios Gallery does not assume any liability for damage or theft of the exhibited art work. It is advised that the Exhibitor should provide their own insurance.

The Museum Studios Responsibility:

- Assist with the installation of the exhibit, reserving the right to refuse art work that is not of the same quality as that which was juried and to approve the final layout.
- Provide advice for press releases and notices to local newspapers and periodicals.
- Support the Exhibitor at the opening reception.