



ARTIST AGREEMENT

The **JUDITH McINNES TOZZER ART GALLERY** may be used by an individual artist or a group of artists for 1 month. A group show must designate a spokesperson responsible for communicating all information, including changes. To guarantee your exhibit month, return this signed agreement with your \$100 donation check to Sequim Museum & Arts, 544 N. Sequim Ave. Sequim, WA 98382. The Museum does not take a commission fee, however, donations at the end of the show will be greatly appreciated.

Art Sales: The Museum does not handle art sales. Bring a supply of business cards & printed contact information for the docents to give visitors who want to purchase your work. When an item sells it can be removed before end of the show. The artist should replace that item or re-arrange the exhibit in an aesthetically pleasing way. Also, provide a short printout of facts of interest, including date of exhibit & telephone number the customer can call to bring you & customer together.

Publicity: Choose a title for your exhibit ASAP & provide this to the Exhibit Coordinator to create your sign. Provide a photo of you or your art with a description of your exhibit to renneemiko@gmail.com by the 15th of the month prior to exhibit. She will submit information to the printed news media. Then send the same information to our publicity coordinator Susan Hedding at: susandpaul@outlook.com. She will submit this to the Sequim Museum's website & local outlets such as radio, Chamber of Commerce & Facebook.

Your Exhibit: The artist is responsible for creating their own exhibit. Bring art after 4:30 pm on the last Saturday of the month before "First Friday". Our Art Coordinator can answer questions, but not help you install your work. The spokesperson can bring a maximum of two helpers and the equipment for installation. A step ladder & 50 cables with adjustable hooks (half of the cables are fitted with double hooks) are provided by the Museum. Artist is responsible to create their wall tags. These will be viewed from a distance so use easily read font sizes (title of the piece, medium, artists name & price). Any art not for sale, indicate NFS. Museum provides material to attach tags to the walls. **NO OTHER MEANS IS TO BE USED. HANGING SPACE AVAILABLE IS 40 FEET LONG & 12 FEET DEEP, LOCATED ON THE NORTH & EAST WOOD WALLS ONLY. RED ACCENT WALL IS NOT PART OF THE GALLERY.** Visit the Museum prior to your exhibit so that you can plan for the gallery space. **No food or drink is allowed inside the Museum.**

The artist is responsible for removing their own exhibit after 3:00 pm. Cables can be left attached to walls for next the artist. The Museum has no facilities available for storing your art so please have it removed at the time listed below. If you have any questions, please call the Museum's administrative offices at: (360) 681-2257 or email SequimMuseum@olypen.com.

Name of Spokesperson: _____ Signature: _____

Agreement Month: _____ Name of Artist or Group: _____

Phone & email for spokesperson: _____

Date & time of installation: _____ Take down: _____