



Town of Tiburon Heritage & Arts Commission
1505 Tiburon Boulevard, Tiburon, CA 94920
415-435-7373
www.townoftiburon.org

POLICIES & PROCEDURES FOR PUBLIC EXHIBITION

ATRIUM GALLERY

1. You are expected to convey your media to the designated gallery on the day and time as agreed with staff. Each wall-mounted item must be framed or edge-finished and have a hanging wire affixed to the back.
 - a. Placards must be generated (either by the artist or H&A Liaison). The placards should include an index number for the piece, the title, the medium, dimensions, and a sales price. All placards must be the same – we advise using an Avery business card template #8876. You can produce the placards yourself or provide the information to the H&A Liaison who will prepare them for you.
 - b. You must provide an auto-biography and a price sheet available for public viewing during your gallery installation.
2. **The Town of Tiburon does not carry insurance covering the loss or damage of your media. (Please review Artist Release)** If you are concerned about loss or damage to your media, and desire insurance, please consult your private insurer for an umbrella rider, or review several insurance options at this site:
<http://www.artbusinessinfo.com/insurance-for-art-and-artists.html>
3. The Liaison will notify the Town newspaper, *The Ark*, who will publicize the event, consisting of an article, a representation photo, and an events calendar listing. We suggest preparing an image that can be used for postcards or posters, as well as evites in order to promote the exhibit. **Publicity in addition to the notice, such as a press release or commercial advertising placement, is your responsibility.**

All publicity material must list the Heritage & Arts Commission as the sponsoring party.

4. A reception will be held. The H&A Commission will provide details as well as welcome beverages. You are responsible for providing any desired snacks.
5. Prior to the first day of the exhibition, you must sign the Artist Release provided by the Exhibition Coordinator. This form should be returned by mail or scanned and emailed to ldilena@townoftiburon.org.
6. **Please have your patrons make checks payable to you**. After your exhibition, calculate 25% of your proceeds from sales, and draft a check payable to **“The Tiburon Heritage and Arts Commission.”** You will receive a letter of appreciation from the Commission and a tax-id for your tax-deductible charitable donation.
7. For the protection of your media, your patrons must check with the Commission Staff Liaison at the Town Hall Reception Desk before removal from a gallery during your installation. We strongly encourage that your installed media remain in the gallery throughout the exhibit, sold or unsold.

Please fill out and sign both the Artist Copy and the Commission Copy of this agreement and return the latter to the Commission Staff Liaison at the Town Hall Reception Desk.

Agreed by: Artist(s)

Date



Town of Tiburon Heritage & Arts Commission
1505 Tiburon Boulevard, Tiburon, CA 94920
415-435-7373

www.townoftiburon.org

ARTIST LIABILITY WAIVER CHARITABLE DONATION AGREEMENT

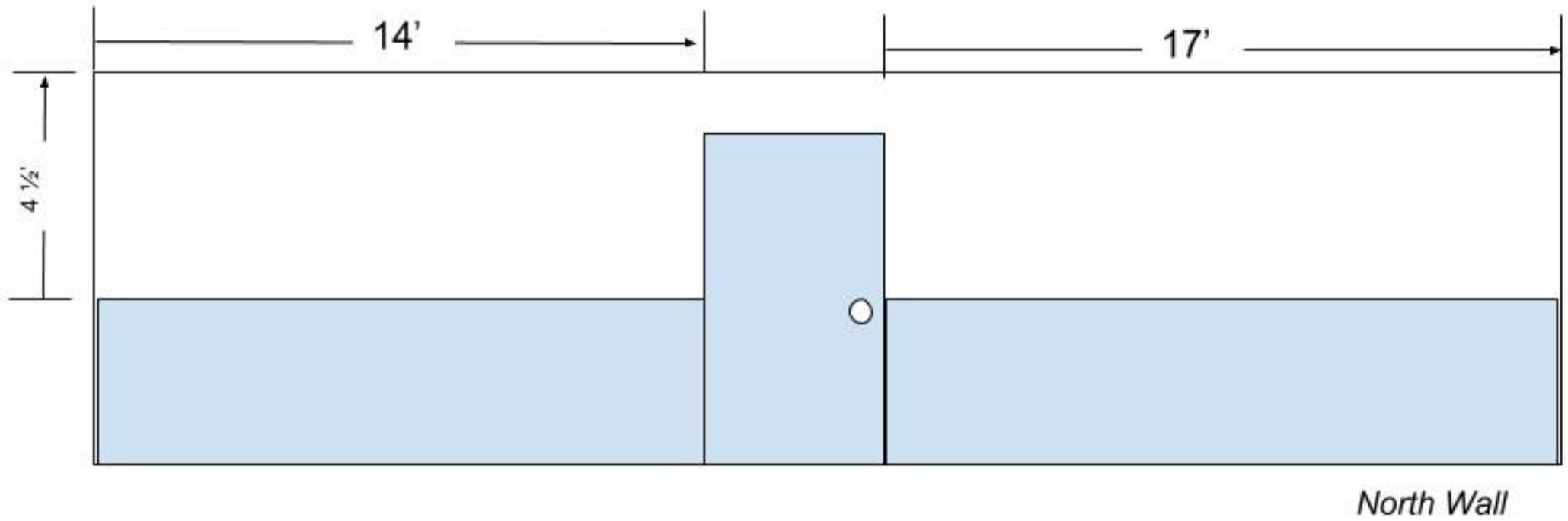
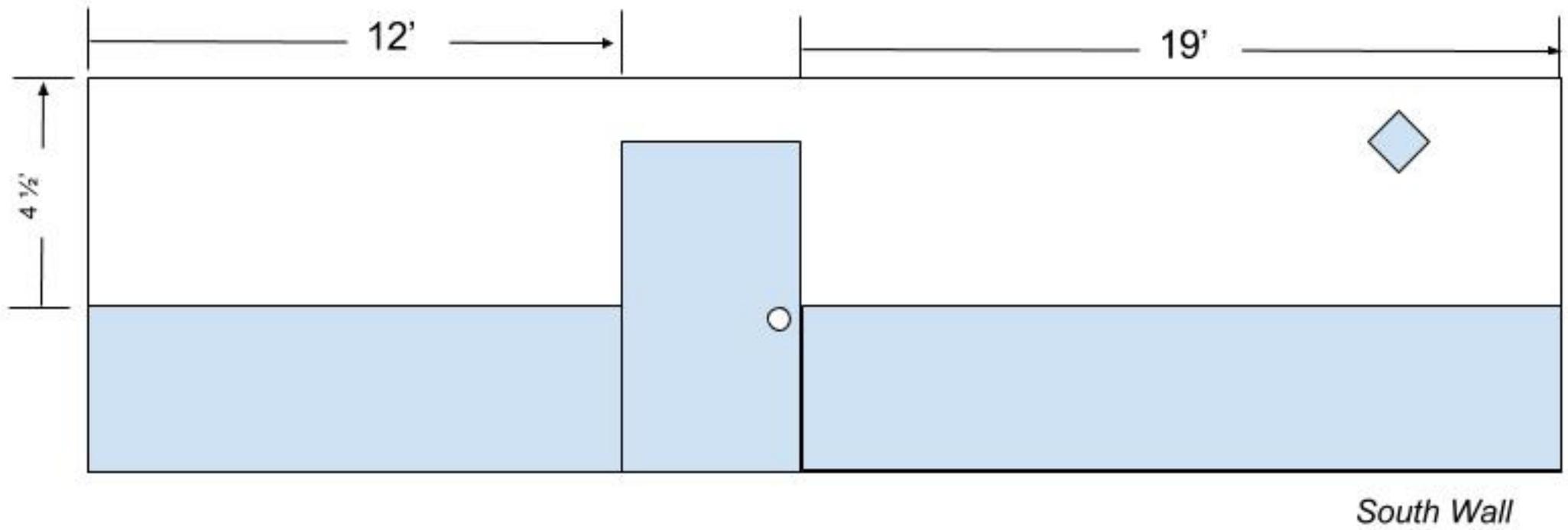
The undersigned holds the Town of Tiburon harmless for any loss of or damage to the media submitted for display while on Town property. The undersigned acknowledges that he/she is fully responsible for said media and hereby releases the Town from any and all claims that might arise from loss or damage thereto.

The undersigned agrees to provide the Tiburon Heritage & Arts Commission a tax-deductible charitable donation of twenty-five percent (25%) from all sales of media accepted for display during this public exhibition. These funds directly support public art projects in the Town of Tiburon.

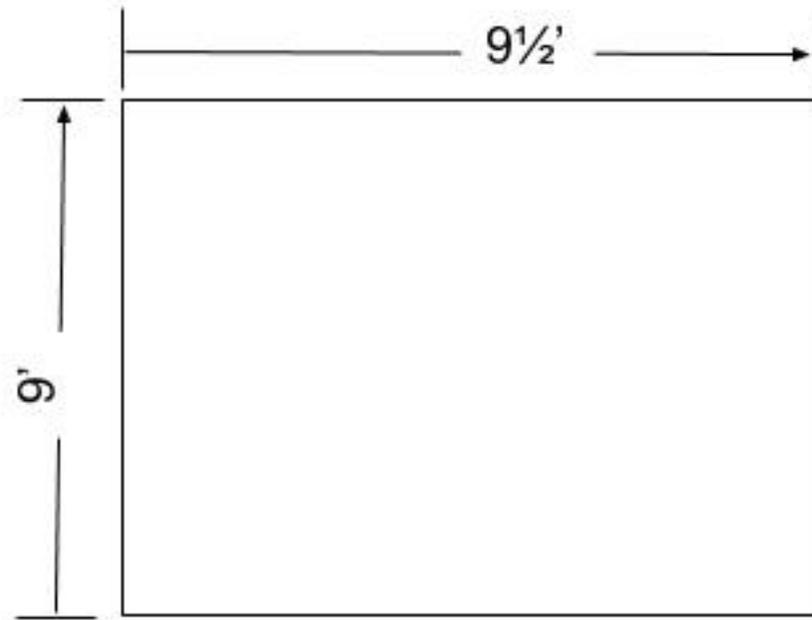
Agreed by: _____
(print name)

Signature: _____

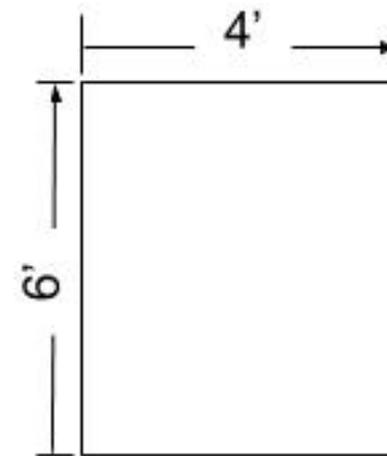
Date: _____



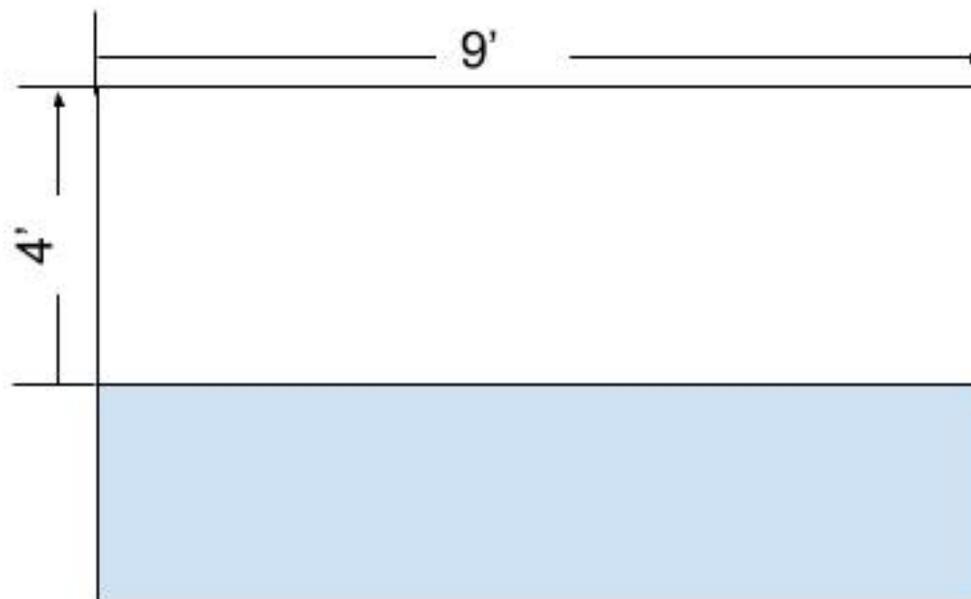
Multipurpose Gallery Template



Staircase Landing



Window Wall



Elevator Lobby Wall

**Second Floor Foyer
Gallery Template**