

HAMPSHIRE COUNCIL OF GOVERNMENTS
ART EXHIBITION PROGRAM
Old Courthouse, 99 Main Street, Northampton

ARTIST: _____ MONTH OF: _____, 20__

Address: _____

Telephone: _____ Email: _____

The Hampshire Council of Governments (HCOG) has reserved the art gallery for you for the above period.

The following guidelines have been established for all exhibits:

1. No exhibit fee is charged.
2. A reception may be held at the Old Courthouse to coordinate with the ArtsNightOut. The Artist is responsible for publicity. Exhibitors must leave the space in original condition and must be certain all guests have left and doors are locked when they leave.
3. Paintings should be framed and covered with glass except in the case of oil paintings. No artwork will be accepted if painted on a fragile background such as unmounted rice paper or plastic.
4. Due to the public nature of the exhibition space, there are four content areas which could require additional review for acceptability: nudity, extreme religious, political, or violent subject matter. The HCOG reserves the right to make a determination regarding acceptability.
5. An exhibition may include up to 25 pieces of artwork depending on size of works
6. The HCOG has NO insurance coverage for artwork on exhibit, and the Artist should provide his or her own policies. The HCOG assumes NO risk for the loss or damage of any artwork. The HCOG does not require that exhibited artwork be insured, but the exhibition is at the risk of the artist or owner.
7. The exhibitor is responsible for transporting artwork to and from the Courthouse at the time of exhibition.
8. Artists are responsible for hanging their own work. All work must be hung from the picture rail; no nails, tacks, or tape may be used. Exhibits are hung on the first day of each month and removed on the last day of the month. (Exceptions should be arranged with the HCOG.)
9. A complete list (with prices) of all artwork to be exhibited and a brief resume of the artist should be given to the Executive Assistant at the time of exhibition. A copy of this list will be posted in the exhibit area so that potential purchasers may contact the artist directly.

Exhibit description:

Media and subject, e.g. watercolor, oil, pastel, landscape, portraits, abstract; and any other relevant information). Please include a description/bio or artist's statement of 125 words or less that can be used on our website and the Arts Night Out brochure. A link to your own website is encouraged.

Please include one or two digital images suitable for the ArtsNightOut email newsletter.

I have received a copy of this agreement and I agree to comply with these provisions.

SIGNATURE: _____ DATE: _____, 20__

If there are any questions or further information is needed, please contact Lydia King, 413-584-1300 ext. 2 or lking@hampshirecog.org.