

## **Policies and Procedures for Exhibitions**

### **Gallery Policies**

The gallery is open daily 10am to 4:30pm, Monday - Friday, Saturdays & Sundays.

The gallery is electronically monitored only. No live monitor or guard is on duty. Exhibitors may provide a roster of volunteer monitors if additional security is desired, but none is provided by Mill Street Loft except at the Opening Reception.

### **Applications**

Use of the gallery is by application or invitation only. Application must be made to the Art Institute Director and the Gallery Committee.

All applications will be considered, and applicants will be notified of a decision within 30 days.

### **Installation and Removal Policies**

Installations are the responsibility of the exhibitor. Mill Street Loft will provide tools, hardware, and some assistance.

No storage for artwork or wrapping materials is available.

Artwork must be removed by the date indicated on the application form. Any work left beyond that date automatically becomes the property of Mill Street Loft.

## **Gallery Procedure For Art Exhibits**

1. Artist may submit slides or photographs of original work along with resumes at any time throughout the year and receives written notification of status of acceptance within the first 30 days of submission.
2. If slides or photographs are not available an appointment can be made with a staff member to bring in original work. Written notification within 30 days still applies.
3. **Artist pays a \$10 one time non-refundable processing fee.**
4. Other than canvas, all work must be framed and wired for hanging (not clipped between two pieces of glass.) Canvas must be wired for hanging. Exhibiting artists are responsible for framing their own work, delivering and picking up their work at the agreed time.
5. Canvas works, if not framed, must be finished on edges.
6. The committee reserves the right to deny work at any time and its decisions are final.
7. Accepted works must be available for display for six (6) weeks. At the end of six (6) weeks, works must be removed.
8. Curator's decision will take precedence over what is hung and where.
9. Mill Street Loft will send press releases to local news sources, The artist(s) must provide information four weeks prior to opening. Call 845.471.7477 for more information.
10. Mill Street Loft will send personal invitations to opening. We provide and design a postcard. The artist is responsible for sending out the announcements to their own mailing list. Mill Street Loft will also send electronic invitations from its own selected list.
11. Mill Street Loft will provide refreshments & paper goods for opening, the artist should feel free to provide any specialty food or drink items they may want to serve.
12. Gallery openings will take place on Saturdays from 4:00 to 7:00 (when possible). The duration of exhibitions can be for three to four weeks at the discretion of the Gallery.
13. Works sold are available to the purchaser at the end of the show. Artist agrees to donate to Mill Street Loft forty percent (40%) of sales of artwork sold at exhibit.
14. Mill Street Loft is not responsible for damaged or stolen works at any time during the hanging or taking down or during the exhibition itself.

# Mill Street Loft

## Insurance Waiver

Artist must establish value of works and assumes full responsibility to take out insurance if deemed necessary.

I, \_\_\_\_\_ agree that the Mill Street Loft is not responsible for damage or theft and indemnify and hold harmless the Mill Street Loft, its programs and its employees, officers, agents, members or other affiliates in the event of any accidental damage or loss that may occur. By my signature, I hereby state that I understand the risks involved in participating in the \_\_\_\_\_ and willingly and voluntarily accept these risks. The exhibiting artist hereby declares that he/she has read and understood the foregoing conditions on the basis of which he/she is given the opportunity of exhibiting his/her works at the Mill Street Loft Gallery.

\_\_\_\_\_  
Artist

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

## Gallery Space

- Mill Street Loft Gallery
- Garden Street Gallery
- Other: \_\_\_\_\_

\_\_\_\_\_  
DATE OF HANGING

\_\_\_\_\_  
DATE OF OPENING

\_\_\_\_\_  
DATE OF REMOVAL