

Friends of the Arts -- Exhibition Confirmation Form

The following materials must be returned to your contact person by _____
(6 weeks prior to the hanging of your show). **Please make copies of all forms for your files.**

- This sheet - Exhibition Confirmation Form
- Publication materials:
 1. Biography or Biographical Information Form
 2. One black-and-white and one color digital (.jpg) image (minimum resolution 200dpi) of one or more pieces you plan to display. If this is not possible, please provide one black and white and one color print (no smaller than 4" x 6" and no larger than 8.5" x 12") that we can scan for emailing. **Please include title and medium of each piece.**

Exhibitor's name _____

Address _____

Phone _____ E-mail _____

Installation Date and Time _____ Removal Date and Time _____

Date and Time of Opening Reception _____ # tables needed _____

Title of Show _____

I will have: all some none of my items for sale (please check one)

Website of your artwork to link to from FOA website (if applicable): _____

Conditions:

1. **The exhibition fee is \$25**, and is due with your entry materials (check made payable to "Swarthmore Friends of the Arts"). **All sales must be handled by FOA**; please direct all buyers to your FOA contact person. FOA will retain 10% of gross revenues for any sales (over and above the \$25 entry fee). This includes sales of any additional artwork not in the exhibit, if FOA assists in those sales. The balance of any sales will be returned to the artist after the show is over.
2. All works of art must be exhibited for the duration of the show.
3. Price list, labels, and reception costs, set-up and clean-up are the responsibility of the exhibitor. **Artwork must be ready for hanging (please refer to the FAQ).**
4. Art accepted for exhibition must fit the designated viewing space in Borough Hall and be compatible with the primary uses of the building. It must not present a safety hazard, nor should it alter or damage the building in any way. Any questions regarding structural issues will be reviewed by Friends of the Arts in consultation with the Borough Manager.
5. Exhibitors are requested to respect the hanging equipment. See FAQ for guidelines.
6. **The artist acknowledges that neither Swarthmore Borough nor Friends of the Arts are responsible for any damage to, or theft of, the artwork.**
7. All decisions regarding the acceptability of artwork will be made by the Exhibition Committee. If a resolution cannot be achieved with the artist, then a final decision will be made by a simple majority vote of the Friends of the Arts membership.

Signature of Exhibitor _____ Date _____

Contact Person:

All arrangements including installation and reservation of space for a reception are to be made with:

Lora Lavin
15 Wellesley Road
Swarthmore, PA 19081
610-328-3746
lavin@steuber.com