



## Request for Gallery Space

Today's Date:

Name:	
Address:	
Phone:	
Email:	
Website (to be linked to TPC website):	
Number of Artists:	Medium:
Name of Show:	Dates Requested:
Approximate number of pieces:	
Approximate size of pieces:	
Give a workshop Yes or No (Please circle)	Give a demo Yes or No (Please circle)

**Procedure:** When a request for an exhibit is received by the Gallery Committee, the exhibit schedule of shows will be reviewed and requested dates will either be accepted and acknowledged, or alternative dates will be suggested if there is an exhibit conflict. The Gallery requests website address, slides, photographs or examples of actual work to be exhibited. The committee reserves the right to decline a request or bring in other artists to share the space. An affiliated group of artists showing together must have ONE contact person to facilitate all the paperwork.

Exhibit and dates may be determined by factors such as:

- 1 The variety of exhibit themes and media
- 2 Size of exhibits – both physical and number of pieces
- 3 The facilities or lack of facilities at any given time in the Gallery to accommodate the requirements of specific exhibits

**Insurance:** TPC provides insurance with a limit of \$20,000 coverage for the entire exhibit with a \$500 deductible that is the responsibility of the artist(s). A list of work displayed will be required before the work is installed. The list will include: title of work, name of artist, media, size, and price of the work. (Please note NYS sales tax is the responsibility of the artist.) A work that is not for sale (NFS) must have a monetary value assigned for insurance purposes.

**Fees:** There is a **25% commission** for pieces sold during the show or as a result of the show. An honor system applies regarding this. Please make payment to Tannery Pond Center

**Reception:** A reception is the responsibility of the artist(s). They are held the 2<sup>nd</sup> Fri of each month from 5-7pm unless otherwise set up with the artist. Committee contact person will assist with the reception. **Send your request form to: Beth Maher PO Box 199 North River NY 12856 or email attachment to: bethmaher@hotmail.com**

Tannery Pond Center will be using gallery shows in promotional media for the Gallery.  
Web address: [tannerypondcenter.org](http://tannerypondcenter.org) Phone number: 518-251-2505