



**Oakdale Discovery Center
4444 Hadley Avenue North
Oakdale, MN 55128**

Art Display Agreement

Set Up Date: _____ Removal Date: _____

Artist: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Website: _____

Medium to be displayed and approximate number of pieces to be displayed:

The artist agrees to install his/her artwork at the Oakdale Discovery Center (ODC) for display and to remove same work on the dates listed above.

The artist agrees to allow photos of their work to be shown ODC webpage.

Artist has been provided with the Oakdale Discovery Center Art Gallery Policy and has read and agrees to abide by the policy.

* Artist's open house date: _____

Artist's Signature: _____

Date: _____

*An Open House is not required by the ODC, but may be scheduled if the artist desires based on scheduling availability.



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Art Gallery Policy

The following policy applies to all artists who display their work in the Oakdale Discovery Center:

- All artists (or group representatives) must be pre-approved before artwork is displayed.
- Artists must sign an Art Display Agreement prior to displaying artwork.
- The name of a show coordinator (if other than the artist) must be provided to the Gallery. The show coordinator will be responsible for set-up, removal and maintenance of the display.
- Artwork will be installed and removed on agreed upon dates.
- All pieces of artwork to be included in the show must be appropriately prepared (hanging pieces framed) and labeled with artist's title, media and price on items available for purchase.
- All pieces of artwork must remain for the entire duration of the show unless Gallery Coordinator allows otherwise.
- Artwork must be setup using Gallery provided hangers. **No nails, tape or other manner of hanging artwork is allowed.**
- Sale(s) of art will be handled only between artist and potential customer. Discovery Center staff will not participate in any sales negotiations other than to accept or provide contact information.
- The artist relieves the Discovery Center and its staff from any liability of loss or damage to artwork being displayed or on premises during display period.
- Artists agree to provide to the Gallery Coordinator, and allow use of, such background information as would benefit promoting the artist's display, including a photograph of the artist.
- Artists will provide the Gallery Coordinator with a typed list of all items on display.
- Artists will provide the Discovery Center a supply of artist's business/contact cards for distribution to gallery visitors.
- Artist may schedule a reception for their showing during regular Discovery Center hours based on building availability. Promotion of, and any provisions for, the reception is the responsibility of the artist.
- Artists are encouraged to self-promote their show. **Any materials created by artists using Discovery Center or Oakdale Recreation logos or other Discovery Center or Recreation Department printed material MUST be approved by the Art Gallery Coordinator prior to distribution by the artist.**