



Dear Artist,

The Town of Southeast Cultural Arts Coalition looks forward to working with you on your upcoming exhibit at the Studio Around The Corner in Brewster. We are providing you with this information to help make your exhibit go as smoothly as possible and the success we know it will be.

In addition to the information requested on the Room Usage Form, the gallery requires:

- A brief bio, an image in jpg form, and the title of your exhibit 5 weeks before your exhibit opening;
- A list of works/items to be shown;
- A label for each piece with title, medium, and price, if applicable; (Please use a card applied with Fun Tack or Craft Tack which can be purchased inexpensively at Michaels.)
- Your work to be framed and wired;
- Your attendance (or a friend's) on the days of your exhibit. (Your curator or someone from the Coalition will also be present.)

### **Fees and Commissions**

There is no charge for showing your work other than a small hanging fee. For additional pieces not included in the number recorded below, there will be a \$3 fee per piece..

**I will show \_\_\_\_\_ pieces. Hanging Fee: \_\_\_\_\_**

**Hanging Date: \_\_\_\_\_ Take Down Date \_\_\_\_\_**

A 20% commission on work sold will go to the Coalition as a tax-deductible donation. TOSCAC is a 501(c)(3) not-for-profit organization.

### **Press and Promotion**

You allow us to photograph and use images of your exhibited works, without compensation to you, for press and promotion related to your show and for Studio publicity.

- **Promotion:** The Coalition lists each exhibit on its website, oththeater.org, on its Facebook page, "Old Town Hall, Brewster, NY", on the Yahoo group, "Brewster 10509", on The Patch, and in our Monthly Events email blast. Other forms of social media and promotion, such as postcards, posters, or fliers, are the responsibility of the artist or artists. The Coalition uses a local, family-owned printing business, Millennium Printing & Graphics, 845-279-4605, [carlo@millenniumprintsolutions.com](mailto:carlo@millenniumprintsolutions.com). Your curator can work with you on your postcards, business cards, etc.
- **Press:** Although there is no guarantee your exhibit will be listed, we will send a press release to the following: The Examiner, Poughkeepsie Gannett, Pawling Press, Putnam County Courier, Putnam Press, Pawling Public Radio, Eventful, VisitPutnam.com, WHUD events, Journal News, Mahopac News, PawlingNews.com, and More Sugar. Please feel free to send out press to other news organizations.

**Miscellaneous Needs:**

Artists are responsible for refreshments for their opening reception. Your curator can help with suggestions. In the case of a group show, please identify who will bring what below:

- Number of tables needed: \_\_\_\_\_
- Tablecloths: \_\_\_\_\_
- Food, e.g., crackers, chips, fruit, cheese, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Cups, plates, napkins: \_\_\_\_\_
- Beverages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Ice: \_\_\_\_\_

Will you arrange for music at your opening and, if so, what are your plans? (The Coalition strongly discourages the use of amplified music/sound but may provide approval if levels are minimal.)

\_\_\_\_\_  
\_\_\_\_\_

Do you want the Coalition to arrange live music for your opening? \_\_\_\_\_

Additional needs or questions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that exhibited items will be exposed during events scheduled by other users during the course of the exhibition and that the coalition, while making its best effort, cannot guarantee the safety of the items. I agree to abide by the terms of the Town of Southeast Cultural Arts Coalition Room Usage Policy and and the Hold Harmless Agreement.

Artist Signature \_\_\_\_\_ Date: \_\_\_\_\_

Curator Signature \_\_\_\_\_ Date: \_\_\_\_\_