



City of Annapolis
Art in Public Places Commission
 Pip Moyer Recreation Center
 273 Hilltop Lane
 Annapolis, Maryland 21401

FOR CITY USE ONLY	
SUBMITTED	_____
STATUS	_____

Director of Recreation & Parks • 410-263-7958 • Fax 410-216-9284 • TDD use MD Relay or 711 • www.annapolis.gov

Exhibition Coordinator, Elizabeth Ramirez, wimseycoveframing@gmail.com, 443-994-9606

Short-Term Exhibition Agreement

Exhibition (Working) Title: _____

List of All Individual Works of Art by Title: (please attach a separate spreadsheet if necessary)

Installation Date(s): _____ De-Installation Date(s): _____

Exhibition Dates: _____

Exhibition Space: _____

Artist/Maker Name (as it will appear on all printed matter): _____

Address: _____

Cell #: _____ Work #: _____

E-mail: _____ Webpage: _____

Gallery Name & Location to be Credited: _____

Owner of Work of Art (if other than Artist/Maker): _____

Owner Address: _____

Phone #: _____ E-mail: _____

Would you be interested in giving an artist talk during your reception? If yes, how long would it be and what equipment would you need?

CONDITIONS GOVERNING WORK OF ART EXHIBITS ON CITY PROPERTY

I. APPROVAL. All Works of Art (as defined in Chapter 6.24 of the City Code) must be approved by the City of Annapolis ("City") Art in Public Places Commission ("AiPPC") prior to display on City property. Approval must be documented through a completed and approved Work of Art Application and Agreement ("Application"), along with a copy of the AiPPC meeting minutes ("Minutes") approving the Work of Art. **Both the Application and Minutes must be attached to this Agreement.**

II. PROVENANCE. All Works of Art shall remain in the possession of AiPPC and/or the other City galleries participating in the exhibition in question for the dates specified in this Agreement, but may be withdrawn from the exhibition at any time by the Exhibitions Coordinator, any AiPPC member, or any City staff at the direction of the City Director of Recreation and Parks. If the legal ownership of the Work of Art shall change during the pendency of this Agreement, whether by reason of

death, sale, insolvency, and gift or otherwise, the new Owner shall, prior to its return, be required to establish its legal right to receive the Work of Art by proof satisfactory to AiPPC and the City Office of Law, in their exclusive discretion. If, after the expiration or termination of this Agreement, AiPPC after making a reasonable effort, in its sole and exclusive discretion, is unable to contact the Artist/Maker or the Owner to arrange for the removal of the Work of Art, then AiPPC shall have the absolute right, but no obligation, to request the City Procurement Officer to place the Work of Art in storage, to charge regular storage fees and costs of insurance therefore, and to have and enforce a lien for such fees and costs. If, thirty (30) calendar days after the expiration or termination of this Agreement, the Work of Art shall not have been reclaimed by the Artist/Maker or the Owner, and in consideration for the City's storage, insurance, and safeguarding during such period, the Work of Art shall be deemed an unrestricted gift to the City, which has the absolute right to dispose of the Work of Art in accordance with applicable City policies and procedures.

III. HANDLING OF WORKS OF ART. A Work of Art must arrive at the City gallery suitably framed or ready to be properly displayed. The AiPPC will not be responsible for any damage to the Work of Art that is unframed or otherwise not ready to be displayed. The Work of Art shall remain in the condition in it is received by the AiPPC. It shall not be unframed, unglazed, removed from mats, mounts or bases, cleaned, repaired or transported in altered condition except: (a) with express written permission of the Owner; or (b) when the safety of the Work of Art makes such action imperative. The AiPPC and/or the City Director of Recreation and Parks has the right to refuse to showcase or install any Work of Art that is not suitable for display (i.e. not properly wired for hanging) or otherwise not in compliance with the Application and Minutes.

IV. SALES. Sale of a Work of Art, while exhibited under the dates stated in this Agreement, will be handled by the Artist/Maker. A potential buyer will call or e-mail the Artist/Maker directly, and the Artist/Maker will negotiate payment arrangements. When the exhibit is over, the Artist/Maker will deliver the Work of Art to the buyer. The City assumes no obligation or liability related to any sale of any Work of Art.

V. TRANSPORTATION. Delivery and removal of the Work of Art to and from a City is the responsibility of the Artist/Maker unless otherwise arranged by the Exhibitions Coordinator. All Works of Art must be removed within thirty (30) calendar days of expiration or termination of this Agreement. If any Work of Art is not so removed, then the provisions of Paragraph II herein control.

VI. INVENTORY. Prior to the delivery of a Work of Art to a City gallery, the Artist/Maker will provide the Exhibitions Coordinator with an inventory of the titles, sizes, mediums used, and prices of each Work of Art. **Each Work of Art must have been individually approved in the Application and the Minutes.**

VII. HANGING OF WORK. Hanging of a Work of Art at a City gallery is the ultimate responsibility of the Exhibitions Coordinator. Unless agreed to otherwise, all hangings will be done by either the Exhibitions Coordinator or in collaboration between the Exhibitions Coordinator and the Artist/Maker.

VIII. LABELS AND DISCLAIMER. The Artist/Maker will provide the labels for all of their Works of Art prior to the earlier of the opening of the exhibition or any reception. The Artist/Maker further agrees to provide the following language on all such labels: "The City of Annapolis and the AiPPC expressly disclaim any association with or endorsement of the artwork displayed in this exhibition."

IX. RECEPTION AND OTHER ARTIST RESPONSIBILITIES. The AiPPC will host one (1) reception for each gallery exhibition unless otherwise agreed upon by the AiPPC and the Artist/Maker. The Artist/Maker will provide lite fare of finger foods, non-alcoholic beverages, and all paper products that will be needed for the reception. There will be no closing reception.

X. COMPLIANCE. Failure to comply with any of the above agreed to terms and conditions of this Agreement, including the Application and the Minutes, will result in the Artist/Maker not being allowed to exhibit at any of the City galleries, until all those terms and conditions are satisfied.

I/We have read and understand the above terms and conditions as they are written and agree to them.

Artist/Maker _____ Date _____

Owner (if not Artist/Maker) _____ Date _____

Exhibitions Coordinator _____ Date _____