



## FLORIDA KEYS COUNCIL OF THE ARTS MEMBERS SMALL WORKS FLORA & FAUNA OF S. Fla. SHOW RULES & REGULATIONS

Venue: KEY LARGO LIBRARY'S COMMUNITY ROOM Date: January 2020

1. Artwork size requirements: 16x20 or smaller.
2. 2D works only. No sculpture, pottery or glass.
3. Artwork exhibited must be appropriate for all ages of the general population including children.
4. Artwork will be properly WIRED for hanging. No saw-tooth hangers of any kind.
5. Display space is the walls of the Key Largo Library's Community Room.
6. The use of the room for display is free of charge.
7. Artists will assume total responsibility for delivery, packing and transporting of art.
8. A member, advisor or staff member of the Arts Council will be on hand for both delivery/check in and pick up/sign out.
9. Contact information shall be provided by the artist and will be available if any patrons or visitors are interested in acquiring the art. Sales cannot be made at the library.
10. Neither Arts Council members, library staff nor the institution is serving as liaison between possible buyer and the artist.
11. Admission to the community room is free.
12. The Arts Council, Key Largo Library, Monroe County Library system or Monroe County will not provide an insurance policy for the pieces in the exhibition. Therefore, the institution nor its staff are responsible for damaged or stolen items.
13. Regular library activities will take place in the room while the display is up.

**Artwork must be delivered on Friday, January 3<sup>rd</sup> between from 9:30 a.m. and 12 noon.**  
A signed & completed display agreement with the Key Largo Library must be turned in at the time of the delivery.

**A reception will be held the following Saturday, January 11<sup>th</sup> from 1-3 p.m.**

**Artwork must be picked up on Thursday, January 30 between noon and 4 p.m.**  
Artists must sign that they have picked up and received their works.

Works not picked up will become property of the Florida Keys Council of the Arts.

Contact person at the Key Largo Library is Claudia Moriarty, Arts Council Advisor and library staff member. 305-451-2395 [moriarty-claudia@monroecounty-fl.gov](mailto:moriarty-claudia@monroecounty-fl.gov)



## KEY LARGO BRANCH LIBRARY ART EXHIBIT LOAN CONTRACT

This document represents an agreement for a Florida Keys Council of the Arts member artist to display artwork in the Key Largo Library's community room for the month of January 2020.

I, \_\_\_\_\_ understand and agree that Key Largo Branch Library, part of the Monroe County Library system is allowing me (us) to display artwork in the community room from January 3<sup>rd</sup> to January 30, 2020.

I understand that the Key Largo Library, nor any of the staff, or Monroe County Library system shall assume any responsibility or obligations to set up or remove the exhibit, nor for any loss and/or damage to any item displayed.

I understand that as an artist I am solely responsible for insurance coverage of my work if so desired. I also understand that displayed items are NOT and WILL NOT be covered under any insurance policy provided by Key Largo Library or Monroe County Library system.

I understand NO admission fee will be charged to visit the exhibit and the primary purpose is to embrace artists in the community, promote the Florida Keys Council of the Arts and enhance the experience of our library patrons, visitors and the general public.

I AGREE to make the necessary arrangements to deliver and remove my art from the exhibit as outlined in the rules and regulations of the exhibit.

SIZE OF PIECE \_\_\_\_\_ MEDIUM \_\_\_\_\_ \*\*PRICE \_\_\_\_\_

TITLE OF PIECE \_\_\_\_\_

\*\*I understand sales cannot be made in the library. If a patron is interested in my art the library will give them my contact information. Sold items cannot be removed from the show until January 30.

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

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

### TO BE INITIALED UPON PICK UP:

Work was picked up 1/30 (artist please initial) \_\_\_\_\_