

information for artists to exhibit at southampton town hall:

-this is a wonderful opportunity for each of our members to have a "one person show" with no costs involved and a guaranteed audience of the many people who work in town hall or visit for business. the folks at town hall have been very appreciative of these shows and honestly, don't quite know how they lived with all those bare white walls for so many years! i encourage every member of the southampton artists association to sign up. please read all of the below information carefully. i believe it will answer all of your questions regarding our "art in town hall" program. thank you.

- you must sign the contract provided by town hall. we (at saa) have reviewed the contract and find it a standard document of this type. you will find the contract below these information pages to be printed out and filled in by you. you must then take it to town hall in advance of your show. you should see the staff in the supervisor's office. if you are not able to print out the contract, they will have a copy. you will sign the contract in front of the notary at town hall (no charge for the notary) and it will then be signed by the supervisor. **if the contract is not fully executed before the day of your hanging, you will not be allowed to hang your art. there is no way around this rule. it is your responsibility.**

-exhibits will be in the main hallway space on the first floor of town hall and (there is a rough schematic of the hallway at the end of these pages.) also one wall about twelve feet long on the second floor hallway.

-the exhibits will be one-person shows that will hang for a calendar month for 2016. beginning in 2017, all shows will be two-month shows. the shows change on the last weekday of the month. this means that you are needed to hang your show on the last day of one month and to collect it on the last day of the next month (there is no storage space available to us in case you cannot pick up your paintings.). please do not sign up for a month unless you are 100% sure you will be available. if you sign up for a particular month and are a no-show (with no good reason, ie; illness), you will not be allowed to show in this space again.

-there will be no prices allowed anywhere on your artwork. you may put labels on each of your paintings with any and all information you care to, except for prices! the town of southampton will take no commission from any sales that result from these shows. but this is a

public building and prices will not be allowed in the exhibits. you may leave a contact number, email or website address on your paintings. you may leave business cards with your exhibit. there is an 8 1/2 x 11 inch frame available for use to hang a bio page, along with other business card and brochure holders.

-also, keeping in mind that this is a public space, all art exhibited must be "appropriate" -- non-political, non-religious, non-sexual, non-controversial (sorry, no nudes allowed). there is no jury approving or judging the art that is to be hung, this is for you to decide.

-you are encouraged to take photos of your exhibit to be posted on the southampton artists association website. you can see photos from past exhibits on the 'art in town hall' page of our website.

- if you decide to send out a press release about your show, this is also your responsibility. you should use your own phone number or email address as the contact person. town hall hours (and times for the exhibit to be open) are normal business hours, 9:00 to 5:00.

-since this is a public building, these exhibits will be open to all local artists, not just saa members. if you have friends or know of other artists who might be interested, please have them contact me.

-finally, i have a sign-up sheet. we are currently booked years in advance. sign up will be on a first-come, first-served basis, so let me know asap.

basic information when you are signed up to exhibit

-it is very helpful to visit the space. since this is a public building you are permitted to walk around during normal business hours. you will be able to see the current exhibit that we have hanging in order to get an idea of what is possible. we have found that 25-30 pieces are usually necessary to fill the space, but of course that also depends on the size of your work. please make sure you bring enough work to fill the exhibition spaces.

-once again, you must have a fully executed contract in order to hang your work. you may have this done at any time before your show is scheduled to be hung. do not delay this process in order to be sure

that all the necessary parties are available to sign. the staff in the supervisor's office will be able to help you with this procedure. if you need to phone the supervisor's office before you head over there, it is 631-283-6055.

-you will receive a reminder email about a week before your show is to be hung or taken down. we will be hanging and taking down exhibits on the last weekday of each month.

-on the day you are scheduled to hang your show, please arrive at town hall at noon. you may park in the "no parking" spot that is directly across from the main door of town hall to unload.

-the staff at town hall will help you to load or unload your vehicle. there are hand carts available to those of you who have larger works to unload. you will need to park in the back of the building if a hand cart is needed, to avoid the steps in the front of town hall.

-as of january 2012, a new hanging system has been installed at town hall in the two hallway exhibition spaces. the cables, rods and hooks necessary for hanging will be available from the office of peter gaudiello in the building management office in the basement of town hall. the staff at town hall will also be available to help hang your work. you need not bring any tools. **please make sure that each painting is wired properly and ready to be hung.**

-there is an 8 1/2 x 11 inch frame available to use for a sign with your name, contact information, bio and any other information you wish to post. (no prices may be posted.) there are also other holders for brochures or business cards.

-you may decide to put labels or business cards on each of your paintings. you may attach them to each painting as you see fit. labels will be not be permitted directly on the walls under any circumstances.

-any questions or to sign up to exhibit, contact robbi goldberg at robbgold@aol.com or 631-288-1930. in case of a problem on the day of the show, cell phone is 516/647-7369.

CONTRACT AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 20____, by and between the TOWN OF SOUTHAMPTON, a municipal corporation having its principal office and place of business at 116 Hampton Road, Southampton, New York 11968 (herein "Town") and _____ residing at:

_____ (herein "Artist").

WHEREAS, Artist is the creator and owner of certain artwork referred and/or described as follows:

_____ (herein "Artwork"); and

WHEREAS, Artist desires to exhibit and display such Artwork at Southampton Town Hall located at 116 Hampton Road, Southampton, NY 11968 (herein "Town Hall");

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. **NATURE OF ARTWORK:** Artist shall present to the Town of Southampton Department of _____ the Artwork desired to be exhibited and displayed at Town Hall at such time designated by the Town. Artist represents that the Artwork is acceptable for public display. Town shall have the power and right to deny the display and exhibition of the Artwork for any reason whatsoever.

2. **TERM OF EXHIBITION:** The Artwork shall be displayed and Exhibited at Town Hall beginning on _____ and ending on _____ (herein "Exhibition Period"). The Town shall have the option to renew this Contract for four (4) additional one (1) year terms. It shall be the responsibility of the Artist to deliver, hang or otherwise display the Artwork at the direction of the Town and at such place or places the Town deems desirable. The Town makes no representation, either express or implied that the Artwork will be displayed at any designated location within Town Hall. Artist shall only display Artwork in such area as designated by the Town. It shall be the responsibility of the Artist to remove the Artwork at the end of the Exhibition Period at Artist's cost and expense. Artwork not removed within thirty (30) days after written notice from Town to remove, shall be deemed forfeited by Artist and shall become the property of Town. Artist shall not cause, allow or permit damage to the walls, ceiling or elsewhere at Town Hall. Artist shall be liable to Town for any damage sustained to Town Hall by reason of Artist displaying Artwork. Notwithstanding the foregoing, this Contract may be terminated at any time and for any reason by TOWN, upon 3 days notice to the Artist in which event the Artist shall immediately remove the Artwork from Town Hall. TOWN shall not be

responsible for any damages in connection with the cancellation of this Contract.

3. INDEMINIFICATION AND HOLD HARMLESS:

Artist understands and recognizes that the Town will not insure Artwork. Artist must arrange to insure Artwork through his/her own agent or broker. Artist and Town agree that no bailor/bailee relationship is established by this contract and for the purposes of this contract, the Artist declares that the Artwork has no value. Artist shall release, indemnify, defend and hold harmless the Town, its officers, employees, and representatives from and against any and all demands, liabilities, losses, damages, expenses (including attorney's fees) and judgments for any personal injuries, death, or property loss or damage in any way relating to or arising from this Contract.

4. NOTICES. All notices given or required hereunder shall be in writing and either delivered personally or by certified mail to the recipient's address first noted above, and in the case of notice to the TOWN, addressed to the attention of the Town Attorney's Office, Town of Southampton, 116 Hampton Road, Southampton, N.Y. 11968.

This Agreement shall bind the successor, assigns and representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereunto set their hands and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

TOWN OF SOUTHAMPTON

BY: _____, Supervisor

BY: _____, Artist

STATE OF NEW YORK)
) ss.:
COUNTY OF SUFFOLK)

On the day of in the year 20__, before me, the undersigned, a Notary Public in and for said State, personally appeared _____ (Supervisor), personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC

STATE OF NEW YORK)

) ss.:

COUNTY OF SUFFOLK)

On the day of _____ in the year 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC

rough schematic of main hallway exhibition space

