

**Pikes Peak Library District
Art Exhibit and Display Agreement**

The Exhibitor agrees to the following:

- A. Art items exhibited shall be displayed in designated areas only. No nails or items other than those approved by the Library are to be used to affix anything on the walls. A damage fee may be levied if walls are damaged. All damage to the walls must be reported to library staff for repair. Any damage to the walls through use of unapproved (items) may result in damage fees being charged to the applicant's PPLD library account for payment, if provided. In lieu of a library card, invoices will be sent to the artist. Damage fees will be a minimum of \$50.
- B. PPLD has limited theft and damage insurance for exhibited materials. There is a \$5,000 deductible for which the Exhibitor is liable. If the value of any individual item exhibited or displayed exceeds \$5,000, a copy of an appraisal report must be attached to the Exhibit Display Agreement, and the Exhibitor should provide a copy of their own supplemental insurance.
- C. If pieces of art are available for sale, artists may include contact information in their artist statement by including the statement, "Some pieces are available for purchase, contact the artist at [contact information you want displayed for the public]."
 - a. Prices will not be displayed in the library.
 - b. Library staff and volunteers will not facilitate sales.
 - c. Monetary exchange for art cannot happen on library property.
 - d. Artists are solely responsible for sales tax collection.
- D. Exhibitors must inform the library art liaison if the exhibit will be taken down at a time other than originally agreed upon. PPLD is not responsible for storage, transportation, and care of materials left after the agreed-upon time. Materials will be disposed of 30 days after the agreed-upon time.
- E. PPLD's community galleries are not designed for long-term preservation of art. Light, temperature, and humidity levels can fluctuate and have the potential to affect art or other displays.

Signature _____

Date _____

Telephone _____

Email _____

**Artwork Condition Description & Inventory
(To be completed by Exhibitor)**

Please describe the current condition of the artwork, noting any existing damage, wear, or special considerations (e.g., fragile components, aging materials, etc.). This will be used to assess any changes during or after the exhibit.

Condition Description:

- Excellent – No visible damage or wear.
- Good – Minor wear consistent with age or medium.
- Fair – Noticeable flaws, minor damage or restoration.
- Fragile – Handle with care; details provided below.

Title of Work:

Number of Pieces:

Date Completed:

Medium (optional):

Additional Notes (optional):

Photographs Provided (optional but encouraged): Yes No

If your collection includes art of differing conditions, please fill out the table on the next page (or attach an additional list to this document):

**Artwork Condition Report
(To be completed by Exhibitor)**

#	Item / Art Piece	Condition* & Additional Notes**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*Condition options: Excellent, Good, Fair, Fragile, Other (please specify)

** Clear descriptions: Damage, Value, Wear, Age, etc.