

CITY OF LIBERTY LAKE ART DISPLAY TERMS AND CONDITIONS

- I. Available exhibit space is free to the public but is scheduled by application. Selection of an exhibitor does not constitute an endorsement of the exhibitor's display, theme, mission, beliefs, or of any particular artist or craftsman.
- II. Exhibit Sources:
 1. City of Liberty Lake ("City") staff or Parks and Arts Commissioners may contact individuals and organizations concerning potentially providing exhibits that would be of interest to the public.
 2. Individuals and/or organizations may submit applications for exhibit space, along with resumes and exhibit work samples. Applications will be reviewed by City staff and/or the Parks and Arts Commission, and if approved, the applicant will be notified and available space assigned.
- III. Exhibitors' Guidelines
 1. Prospective exhibitors shall submit an application accompanied by the following:
 - a. Resume: The exhibitor's resume may include biographical information about the exhibitor, pertinent educational and professional training, and listings of previous exhibits, if any.
 - b. Samples: Photographs of sample work to be included in the exhibit. These will be returned to the exhibitor at the end of the exhibit period.
 2. The City reserves the right to delete from consideration or remove from the exhibit(s) any works or items which it considers inappropriate. This includes, but is not limited to, materials which may advocate discrimination on the basis of sex, age, religion, race, or sexual orientation, and works advocating a political campaign or containing pornography.
 3. Artwork prices cannot be included on any exhibited materials. The City cannot be used as an agent for selling or promoting a particular product or company for commercial purposes, nor can any display be used to promote sectarian or partisan political viewpoints.
 4. The City cannot guarantee the safety of exhibits. Exhibitors who are chosen will be required to sign a "Hold Harmless Agreement" included in the application for absolving the City and others as set forth herein, and the arts exhibit manager for all responsibility for theft or damage. The City assumes no liability for materials on display. Insurance coverage shall be the responsibility of the exhibitor.

5. Publicity for selected exhibits, including press releases and promotional materials are the responsibility of the exhibitor.
6. An exhibit may be on display for a maximum of one (1) year. Exceptions may be made at the discretion of City staff or the Parks and Arts Commission.
7. Exhibits may not contain hazardous material or items which might decay, have odors, or leave stains. In the event that toxic substances are used, the City reserves the right to remove the exhibit.
8. The exhibitor will be responsible for any damage to the City facility created by the display, including those incurred in the hanging or dismantling of it. Damages will be assessed by City staff and the exhibitor will be billed for the cost of any repairs. Failure to comply with the assessed costs will result in denial of the use of future exhibit space and/or collection efforts by the City for such costs.
9. The City will assist an exhibitor by scheduling the installation, and aid in hanging or arranging the pieces and effecting their removal. When the exhibit is over and the display materials are not claimed, City staff will try to contact the exhibitor and, if unsuccessful, these items will be disposed of at the discretion of the City. The exhibitor may be billed for storage costs.
10. Exhibitors who wish to hold a reception must fill out the application and abide by its rules. Funds for receptions are not provided by the City. Set up and clean-up of the reception is the responsibility of the exhibitor.

APPLICATION

Name of Exhibitor(s): _____

Phone: _____

Alternate Phone: _____

Name & Type of Exhibit: _____

Number of Pieces: _____

Characteristics of Exhibit: _____

Valuation: _____

Please describe physical characteristics and/or special equipment needs.

Date: _____

Start Date: _____

End Date: _____

Agreement:

I have read the City's policy governing temporary exhibits and agree to abide by the terms and conditions set forth therein. I understand that the City and City staff will not assume any responsibility for materials or items lent for exhibit purposes. I agree to release the City of Liberty Lake, the Parks and Arts Commission and City staff from any responsibility or liability in regard to damage, theft, loss, or in any other regard to materials or items listed in this application or as contained in the City's policy. I agree that if I wish to protect such items from loss, damage, theft, etc. that I will privately place my own personal insurance on the items displayed.

EXHIBITOR