



City and County of Broomfield – Cultural Affairs Division  
AUDITORIUM GALLERY EXHIBITION POLICY AND AGREEMENT

**The Broomfield Auditorium Gallery is available for artists to display and sell original visual art. Exhibits are open Thursdays and Fridays 2 - 6 p.m. and during auditorium events.**

Cultural Affairs (CA) is pleased to host your exhibit. The following guidelines insure your show will run smoothly and be successful. Please contact the Facility Coordinator (FC) with any question prior to signing.

**Portfolios** are reviewed by the FC and/or Cultural Affairs Manager prior to scheduling an exhibit. Pictures may be submitted by email. DVD's may be submitted by mail. If you prefer to interview, contact the FC to schedule. **Return or Invited Exhibitor** portfolio review is not necessary.

**Move-In** is scheduled on Friday morning at 10 am. CA will try to accommodate all schedules however retains the right to determine final date and time. The FC provides auditorium event schedules and open Gallery times during your display. Please note information is subject to change.

**Hanging** The CA Gallery is furnished with a versatile two-tier hanging system and track lighting. For art to be displayed, it must be ready to hang from a cable hanging system. A wire attached to the back of the artwork is preferred, especially if the artwork has glass. For safety, CA staff hangs the exhibit. If desired, you may remain in the Gallery during hang time. Only CA staff is permitted to operate the lift, and use the ladder. No tape, nails, tacks, or other adhesive may be attached to the walls. Any damage to walls or furnishings as a result of your organization's hanging or removing artwork will be your organization's financial responsibility.

**Exhibit Information** at Move-In, you must provide the title of each piece, respective artists' names, prices, and medium, you may use the agreement or your own. Each piece must have a card with the artists' name, and a contact for purchase information. Guild and student shows, limit two pieces each. Previously displayed pieces are not allowed. Prints are not allowed except in Photography displays. You may bring up to 30 pieces maximum, 25 if they are larger sized - remember less is best to enhance your work!

**Publicity** a minimum of 6 weeks before your show, please provide a high quality publicity picture, and a summary about your organization and this display. This will be used in press releases in all papers across the Front Range, local magazines, art, auditorium and city web calendars, fliers, and on channel 8.

**Opening Receptions** to schedule, you must contact CA a minimum of 30 days prior to the desired date. CA provides information about availability, fees, forms, and permits, which may also be accessed at [www.broomfieldauditorium.com](http://www.broomfieldauditorium.com). Your organization is responsible for fees and catering. If time permits, CA helps promote the party.

**Art Sales** are handled by the artist, guild or teacher. Indicate on the art piece information card who prospective buyers should contact and how. The buyer pays the artist directly. The Artist pays 10% commission plus 8.25% sales tax to the City and County of Broomfield. The artist is responsible for collecting the sales tax.

**Move-Out** is scheduled Friday at 9 a.m. CA will try to accommodate all schedules; however retains the right to determine final date and time. The art will be down and ready to be picked up at this time. Artwork left at the CA Gallery without prior written permission of the FC becomes the property of CA.

**Insurance** CA does not carry or provide insurance for your exhibit. Use your expertise to procure adequate insurance of your organization's artwork and to address your liabilities pursuant to the Artist's Agreement. If you do not carry a policy that will cover your show, please realize that you exhibit at your own risk. The City and County of Broomfield is not responsible for theft or damage to your art work. By signing the agreement you consent to release and hold harmless Broomfield, its officers, employees and agents from any and all liability associated with your use of the CA Gallery for the purposes described therein.

**MOVE IN DATE:** \_\_\_\_\_  
**MOVE IN TIME:** 10 a.m.

**MOVE OUT DATE:** \_\_\_\_\_  
**MOVE OUT TIME:** 9 a.m.



