



**Artist Agreement and Information for 'Muse' Gallery Space (Barre Opera House Lobby)**

Date: \_\_\_\_\_ Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Load-in & mount date: \_\_\_\_\_ Exhibit dates: \_\_\_\_\_ to \_\_\_\_\_ Dismount & load-out date: \_\_\_\_\_

Optional reception date/time requested (rental fees may apply): \_\_\_\_\_

Contact info: Barre Opera House  
PO Box 583  
Barre, VT 05641  
802-476-0293  
projects@barreoperahouse.org

**Installation:** Artists hang their own show and may bring up to two assistants of their own for this purpose. (BOH Manager of Theatre Operations & Development may be available to assist as necessary.) Please only make use of the specific lobby locations intended for the display of art—see Photo Addendum. This maintains the visual integrity of Muse as a gallery space, and will ensure a thorough exhibition of your work. All pieces must be mounted & displayed using the existing BOH hanging system, and in a way that causes no harm to the lobby walls: No holes, nails, smudges, paint removal, or residue. (Existing nails in the brick work may be used but not altered or moved.) Captions, price tags, master (price) list, biographical and/or exhibit information, guest book, business cards, etc. are the responsibility of the artist. A low tack tape or mounting putty may be used that will not remove wall paint or damage finishes.

**Reception:** Receptions during business hours are optional and are the responsibility of the artist. Please make arrangements with BOH to ensure availability of the lobby/Muse gallery space for such an event. (Additional rental fees apply for off hours and clean up)

**Promotion:** Artist's website will be linked on BarreOperaHouse.org, and artists are encouraged to backlink to BOH's gallery page. BOH requires in electronic format (pdf or jpg) an artist bio and at least one high-resolution graphic of artwork. BOH will announce the exhibit on their social media pages and may include other media outlets. Artist promotional materials, such as framed biographical, contact, exhibit, or pricing information; guest book; business cards; etc may be positioned on the table near the elevator for the duration of the exhibit. Artists must provide a clear method for contact and/or payment. (see attached example price sheet)

**Sales:** Artists handle their own sales transactions and transfer to buyers. Patron checks should be made out to the artist. (Artists may use the Muse gallery space for display only and are not beholden to offer any/all works for sale.)

**Commission:** BOH believes that the arts need to support each other, therefore the Muse gallery space is offered for a modest commission of 15% on sales. Commission is paid in total as a donation to BOH at the conclusion of exhibit. (This donation agreement may be publicly posted to encourage buyers: "Exhibiting artists generously donate 15% of their sales to the Barre Opera House.")

**Insurance:** BOH does not carry insurance for displayed artwork. Artists are responsible for insurance if desired or required. Access to the gallery is locked outside of showtimes. Access can be provided on request in the Box Office. Security cameras monitor the gallery space.

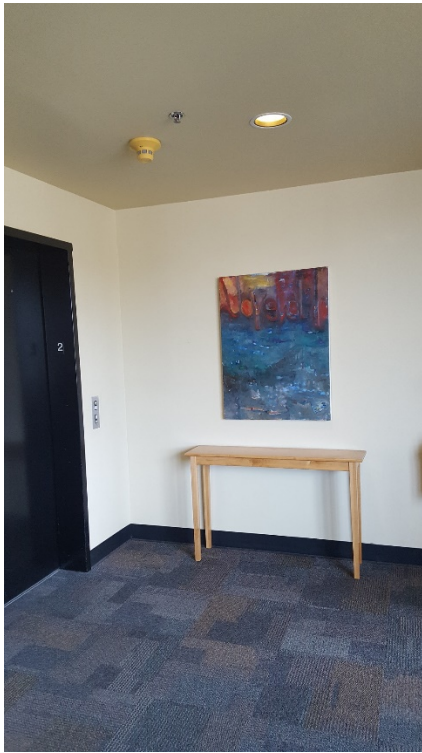
**Thank you so much for exhibiting your fine work.**

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Questions? Please contact Katie Gilmartin, Project Manager: projects@barreoperahouse.org or 476-0293.  
Other details may be coordinated with Nathaniel Lew, Executive Director: execdir@barreoperahouse.org

# Photo Addendum

Lobby Entrance and Elevator



Left side of lobby, by merchandise sales



Far end of lobby



Right side of lobby, by merchandise sales

