

Wedeman Gallery
The Yamawaki Art & Cultural Center
Lasell University
47 Myrtle Avenue, Newton, MA 02466
www.wedemangallery.com

Artist Agreement

We are delighted to welcome you to the Wedeman Gallery. The dates the gallery will be available to you are _____ to _____.

Please note: Lasell University and the Wedeman Gallery are following the state's COVID-19 guidelines and protocols. The gallery will be operating under normal hours and conditions, unless there is a change in the state's guidelines. In this case, the artists will be notified as soon as the information becomes available.

1. The artist, guest curator or exhibition organizer is responsible for installing the art. Lasell may provide some assistance if requested in advance.
2. Any unusual or invasive installation procedures must be approved by Lasell's Director of Facilities.
3. In keeping with the college's educational mission, artists or the exhibition curators are asked to do a gallery talk or an artist presentation to the students and faculty of Lasell University.
4. Lasell College will provide refreshments (up to \$300) and parking for the opening reception, which will be scheduled by agreement of the University and the artist.

Note: Serving wine requires a special permit and extra expense. The catering service for all the events at Lasell University is provided by Chartwells. We have a standard gallery Opening Reception menu of refreshments and non-alcoholic drinks, the cost for which is covered by the Gallery. Any additional requests can be made and discussed with the Gallery Director. No outside food or drinks are allowed to be served during the Opening Receptions.

5. The exhibition will be advertised on the Wedeman Gallery blog (www.wedemangallery.com), Facebook page and the University's online announcement board.
6. Artist grants permission for the Wedeman Gallery to reproduce his/her name, information describing his/her work, representations of his/her work and any other information he/she has provided for the purpose of display, promotion and publicity either now or in the future.

7. During the Academic Year (September through April), the gallery will be staffed by trained student work study monitors that will oversee the gallery during the regular working hours (Wednesday through Saturday, 1 – 4 pm). The gallery will remain locked during all other times. The participating artists can schedule appointment visits during the time that the gallery is closed by notifying the Gallery Director. Special arrangements can be made to open the gallery and keep it supervised for the duration of the appointment visit.

8. The gallery provides a limited number of frames for the artist’s use during the duration of the exhibition. If the artist chooses to use the frames provided by the gallery, arrangements need to be made in advance with the Gallery Director. Several pedestals are also available for 3-dimensional work, as well as other display and hanging materials. A list of those materials is available upon request.

9. By using the Wedeman Gallery, the artist acknowledges that:
 - a. Lasell University shall use all reasonable care in the handling, storage and display of the artist’s work.
 - b. Lasell University does not maintain insurance covering the artist’s property. It is the artist’s sole responsibility to adequately insure his or her work against loss or damage, theft or other while on the property at Lasell University and will not hold the University responsible for damage, theft, etc., for any of the items while on the University property.

10. A 10% donation is requested for any art/craft/display materials sold through the gallery.

11. By choosing to exhibit in the Wedeman Gallery, the artist or guest curator acknowledges agreement to these guidelines.

Artist/Curator (please print name)

Wedeman Gallery Director

Artist/Curator (signature)

Wedeman Gallery Director (signature)

Date

Date