



**WALTERS GALLERY POLICY - SUPPLEMENTAL DOCUMENTS**

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**A. Agreement for Exhibition of Works of Art/Collections**

This Agreement is entered into this date: \_\_\_\_\_, by and between the City of Cornelius (hereinafter “City”) and \_\_\_\_\_ (hereinafter “Exhibitor”).

The parties agree as follows:

1. **Exhibition.** City will exhibit at the Cornelius Library the work or works identified in Section 2 (the “Work”). The City is not responsible for any loss or damage to the Work while it is under City’s control, unless the loss or damage results from the City’s negligence and such negligence is the sole cause of the loss or damage to the Work. Work must be able to withstand reasonable display conditions during the exhibit, including hanging. The City is not responsible for any damage due to faulty or inadequate construction, lack of stability, or fragility of the Work. The City will select the Work to be included in the exhibit consistent with the Walters Gallery Policy.
2. **Insurance.** The City does not insure Work used in exhibits. While the City encourages the Exhibitor to obtain appropriate insurance for the Work during the duration of the exhibit, the Exhibitor is solely responsible for insuring the Work in an amount the Exhibitor deems appropriate. Except as provided in Section 1, the Exhibitor releases City from any and all liability for losses or damage to the Work while in the City’s possession.

The City has the exclusive rights to exhibit the Work during the term of this Agreement. This Agreement is the entire agreement between the parties.

The works of art/collection items including titles of pieces, medium, value, price (if items are for sale) are as follows:

	Title	Medium	Sale Price
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_

3. Duration of Display. Unless the Library Director approves a different duration, Exhibitor agrees that the Work shall be displayed for exhibition in the Walters Gallery at the Cornelius Library located at 1370 N. Adair Street, Cornelius, OR, for 4 to 8 weeks, beginning \_\_\_\_\_ . Work that is sold by the Exhibitor during the exhibition must remain on display for the duration of the exhibition. The Library Director reserves the right to change, reschedule or cancel exhibits should it become necessary.
4. Installation. The Work must be in a format that is able to be hung on a wall or fit within the glass display cases. See Walters Gallery Layout for dimensions. Exhibitor will install the Work on the agreed upon date of \_\_\_\_\_ with oversight from library staff during the installation.
5. Time Limitation of Agreement. City is authorized to display the Work until Exhibitor reclaims the Work on the agreed date of \_\_\_\_\_. If Exhibitor fails to reclaim the Work by the specified date, Exhibitor agrees that City may remove and store the Work and City shall be entitled to its reasonable costs (\$5.00 per day) for care and storage of the Work. The charges for care and storage shall be due and payable for each day or fraction thereof for which the Work remained unclaimed. If the Work remains unclaimed for 30 calendar days, City may dispose of the Work at City’s discretion after providing Exhibitor written notice of its intent to do so.
6. Reproduction. The Exhibitor shall allow the City to create artist statements/photographs that include the Work and create other two-dimensional reproductions of the Work for educational and promotional purposes related to the Cornelius Public Library.
7. Promotion. In the City’s discretion, the City may collaborate with the Exhibitor to promote one event during the exhibition period (for example, an opening night event). The event will be featured on the Cornelius Library calendar as well as displays within the library.



8. Sale of Work. The Exhibitor may offer the Work for sale with the prior approval of the Library Director. The Exhibitor is solely responsible for conducting the sale of any Work directly with the buyer. The Library will provide the name and contact information of the Exhibitor upon request by a third-party. The Work can be sold during the exhibition, but must remain displayed throughout the designated period. The City does not collect any commission from the sale of any Work.
9. Authority of Exhibitor. The Exhibitor represents and warrants to City that it holds the copyright to the Work, or is otherwise legally authorized by the copyright holder to display the Work and enter into this Agreement with the City.

CITY OF CORNELIUS:

ARTIST/EXHIBITOR:

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Mailing Address: 1355 N. Barlow Street

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

\_\_\_\_\_ Cornelius, OR 97113

\_\_\_\_\_

Phone Number: 503-357-4093

Phone: \_\_\_\_\_



## B. Walters Gallery Policy – Request to Exhibit Works of Art/Collections

To apply to exhibit artwork/collections at the Cornelius Public Library, review the Walters Gallery Policy and Agreement for Exhibition, and then complete this request form.

Email this completed form – with sample images – to [library@ci.cornelius.or.us](mailto:library@ci.cornelius.or.us) or mail to the Cornelius Public Library, 1355 N Barlow Street, 97113.

Artist or Exhibitor: \_\_\_\_\_

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

Authorized representative, if different: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website / Social media: \_\_\_\_\_

What medium do you work in? \_\_\_\_\_

What typical size(s) are your work? \_\_\_\_\_

Are there any times in the next 24 months you cannot exhibit with us? \_\_\_\_\_

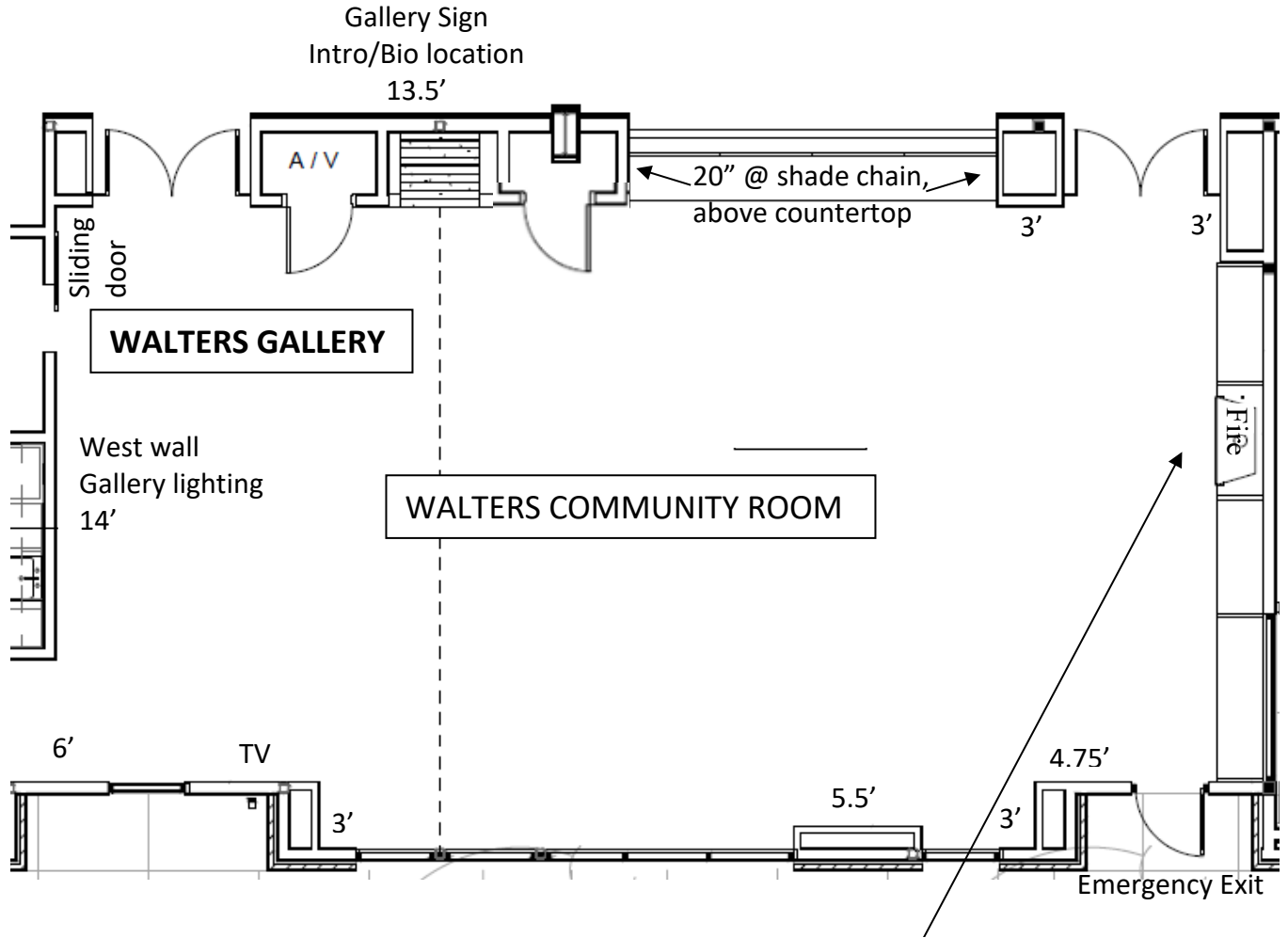
Do the works express a theme that might coincide with a celebration or library event? I.e. Hispanic Heritage month, Children’s Day. Banned Book Week. \_\_\_\_\_

**I have read and agree to abide by all the regulations of the Walters Gallery Policy and Agreement for Exhibition if my work is selected.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You will be contacted regarding your application within the next 12 months due to how far in the future exhibits are booked. Filing an application does not guarantee exhibit space or dates. Thank you for your interest.

**C. Walters Gallery Layout**



West wall is available from 4' above floor (to avoid contact with tables)



Display shelving on both sides of the fireplace:  
6' long, 18" high, 21" deep shelves  
Behind locked glass. Lowest shelf is taken.



South wall is available from 42" above floor (above wainscoting)

