Falmouth Community Television

310 Dillingham Ave, Falmouth, MA 02540
(508) 457-0800 - FAX: (508) 457-1604
WEB: http://fctv.org - EMAIL: deb@fctv.org

Dear Exhibiting Artist: Date of Exhibition:

Thank you for your interest to exhibit at the Maser Gallery, named for Morton D. Maser, FCTV's first president of the Board of Directors. We wish you a wonderful show.

Hanging

- Hanging of work will be on the Friday prior to the Sunday opening date, at 12 noon
- Tear down will be on the Friday morning at 10 am, after your exhibit
- Artists are responsible for hanging their work – ladders and some tools are available,
- Works hang from S-hooks and monofilament (fishing line), which are provided, or on easels or pedestals provided by the artists
- Maser Gallery is also FCTV's conference room with table and chairs, which can be rearranged for the reception
- The enclosed release form needs to be signed and submitted prior to hanging
- **Wall dimensions – 4 walls:**
  front 18'L x 8'H **back 16'L x 8'H**
  right side 15'4"L x 8'H **left side 12'L x 8'H.**
- ***Don't forget an artist statement, title and price list –*** an 8.5 x 11 frame is available and hangs on the wall to place this in. You may also have extra copies available to leave out.

Reception

- Reception is on the opening Sunday, 3-5 p.m. and is hosted by the artist **No alcoholic beverages allowed** (alternative Sundays can be arranged**)**
- Artist may provide his/her own guest book, artist statement, title/price list and any promotional collateral during duration of the exhibit

Publicity & Announcements

- FCTV will send a press release to the media
- Artist to provide biography/resume/photos to facilitate the release **three weeks before show.**
- **Art work containing nudes will necessitate a parental advisory on the gallery door.**
- FCTV will post an announcement of the exhibit in its newsletter and video bulletin board – jpegs are needed for the video bulletin board (on either disk or cd)
- Artist is responsible for mailing invitation

Commission

- FCTV will take 30 (thirty) percent commission of any sale. Sales tax will be deducted from commission
- Payment of sales will be made to artist within two weeks of receipt
- Thank you again for your participation. **Hours: Sun & Mon 2-10 p.m., Tues.,Wed.,Thurs., 10-10pm, Fri, 10-6 p.m.** Contact FCTV, if any questions.

Sincerely,

Debra Rogers
Executive Director

Mark Chester
Gallery Coordinator