



# Falmouth Community Television

310 Dillingham Ave, Falmouth, MA 02540

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WEB: <http://fctv.org> - EMAIL: [deb@fctv.org](mailto: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, A former president of the FCTV 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 after your exhibit at 10 am.
- Artists are responsible for hanging their work – a ladder and some tools are available,
- Works hang from 5ft brass rods (20 rods & 40 hooks available), or on easels or pedestals provided by the artists. S-hooks and monofilament (fishing line) are also available for additional works if needed.
- 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.* Please bring extra copies 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/jpegs of 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, video bulletin board & local media – at least four jpegs need be provided by the artist (via email or cd)
- Artist is responsible for mailing invitations

## Commission and sales

- All funds from sales will be paid directly to FCTV.
- FCTV will take 30 (thirty) percent commission of any sale.
- All sales are subject to an additional 5% Massachusetts State Sales Tax payable by the purchaser. FCTV will pay the sales tax to the Commonwealth of Massachusetts.
- Payment of sales will be made to artist within two weeks of the end of the show

Thank you again for your participation. **Hours: Sun & Mon 2-10 p.m., Tues.,Wed.,Thurs., 10am-10pm, Fri, 10am-6 p.m.** Contact FCTV, if any questions.

Sincerely,

Debra Rogers  
Executive Director

Mark Chester  
Gallery Coordinator

