



310A Dillingham Avenue · Falmouth, Massachusetts 02540 · 508.457.0800 · www.fctv.org · info@fctv.org

Dear Exhibiting Artist:

Thank you for your interest in showing your work at the Maser Gallery, named for Morton D. Maser, a former president of the FCTV Board of Directors. We wish you the best of luck with your exhibition.

Pre-Meeting for Artist(s) and Gallery Coordinator:

In order to see the gallery space and review our hanging system and procedures, a pre-exhibit meeting is required of anyone who has not previously held an exhibit in our facility and must take place no less than two weeks prior to your show. These meetings are scheduled by appointment on the following days and times; Mon & Wed 5-9 pm, Tue & Thu 5-10 pm and Sun 12-7 pm. To schedule a meeting please email - Marcia@fctv.org.

Hanging:

- Installation of work is scheduled for the Friday prior to the Sunday opening date from 12:00 pm - noon to 5:00 pm. **You must be finished by 5:00.** Additional time is available before your Sunday opening reception.
- Exhibits are taken down on the Friday morning of your closing date from 10:00 am to noon.
- Artists are responsible for hanging their work – a ladder and some tools are available. Please bring any specific tools or any other preferred and helpful items you will need to hang your show.
- Works hang from 5 ft. brass rods (*20 rods & 40 hooks available*), or on easels or pedestals *provided by the artist(s)*.
- S-hooks and monofilament (fishing line) are also available for additional works if needed. No tape of any kind is to be used on gallery walls. You may use tape to hang title/price cards on the brass rods if you wish. WHITE Duck® Brand Removable Poster Putty® may be used, but the artist will be expected to clean off any residue.
- Maser Gallery is also FCTV's conference room with tables and chairs, which can be rearranged for the reception.
- Conference tables in the gallery are not to be used to display work for the duration of the show.
- **The Artist's Contract must be signed and submitted TWO WEEKS prior to exhibit 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.
- ***Please don't forget to supply a price list*** and bring extra copies to leave out.

Reception:

- You are welcome to hold a reception. This is normally held on the opening Sunday of the exhibit, from 3-5pm and is hosted by the artist (alternative Sundays or other days of the week can be arranged). All food, beverages, and tableware is provided by the artist. **No alcoholic beverages allowed.**
- 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 weekly eBulletin, video bulletin board & social media. All artists are encouraged to do additional PR as well, including sending out invitations and personal social media. Any press releases or ads by artist using FCTV's name does need approval by our CEO.
- A short promotional video of each show is produced by FCTV. It can include the artist(s) speaking about their work, or just the work itself. The video will be produced either during set-up, before or after the opening reception. This arrangement will be made prior to the show opening.

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 6.25% 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 approximately two weeks of the end of the show.

Thank you again for your participation. If you have any questions, contact Marcia Huyette at 508-457-0800.

FCTV Hours - Sun: 12-8 pm; Mon: 2-10 pm; Tues, Wed, Thu: 10 am-10 pm; Fri: 10 am-6 pm; Sat: Closed

Sincerely,

Marcia Huyette, *Facility Assistant and Gallery Coordinator*
marcia@fctv.org