



310 Dillingham Avenue · Falmouth, Massachusetts 02540 · 508.457.0800 · [www.fctv.org](http://www.fctv.org) · [info@fctv.org](mailto:info@fctv.org)

Dear Exhibiting Artist:

Welcome to the Gallery at FCTV - we look forward to your show!

**Please note this change in gallery policy:** All exhibiting artists must be members of FCTV. Individual membership: \$30/year. Group membership: \$75/year. This enables you not only to show your work but take advantage of all the other great amenities available to you as a member. Visit: [www.fctv.org](http://www.fctv.org), click on *About Us* and *Membership* to learn more.

**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](mailto:marcia@fctv.org).

**Hanging:**

- Installation of work is scheduled for the Thursday evening prior to the Sunday opening date from 5:00 - 9:00 pm. Additional time is available for finishing touches before your Sunday opening reception.
- Exhibits are taken down on the Wednesday evening of your closing date from 5:00 – 9:00pm.
- 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.
- Kindly start hanging your show in the lobby on the right wall as you enter the building. Continue through the front hallways, into the main hallway and into the back hallways to the left and right. If you need additional space, there is a back conference room with more hanging space. SEE ENCLOSED WALL MAP.
- Works hang from 5 ft. stainless steel rods (90 rods. Hangers are available in two sizes: large and medium), or on easels or pedestals provided by the artist(s).
- **No tape or putty of any kind is to be used on gallery walls.** You may use tape to hang title/price cards on the stainless steel rods or on the work itself.
- The Gallery room is also one of FCTV's conference rooms 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.**
- **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.

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**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.**
- **Artwork containing nudes or other adult subjects will necessitate a parental advisory on the gallery door which will remain closed during the duration of the show, due to the number of children who participate in classes at the facility.**
- FCTV will post an announcement of the exhibit in its weekly eBulletin, video bulletin board & social media. All artists are highly 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 after 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