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## THE VIRTUAL GALLERY AT FCTV

Dear Exhibiting Artist:

Welcome to The Virtual Gallery at FCTV - we look forward to your exhibit!

**Please note this change in gallery policy:** All exhibiting artists must be members of FCTV. Individual membership: \$30/year. Organizational membership: \$75/year. This enables you to show your work with no submission fees or gallery rental fees and to 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.

### General Guidelines:

- All artwork in The Virtual Gallery must be appropriate for viewing by all ages.
- Artist to provide biography/resume/photos to facilitate the exhibit, press release and other promotional material.
- The Virtual Gallery at FCTV reserves the right to use photographs of exhibited work on its website or for any promotional purpose.
- All artwork for sale on the website should be photographed and provided to FCTV as digital JPEG computer files with a minimum resolution of 1024 x 768 pixels. The frame of the artwork should be in the photograph, if applicable.
- Artist to provide the following information for each item for sale: dimensions (width and height, and depth, if applicable), sale price, shipping and handling cost, media used to create the item, and whether the item is framed or unframed.
- Artist will assume sole responsibility of shipping or delivery any artwork sold to the buyer in a safe and timely manner.
- Artist will assume sole responsibility of arranging shipping or delivery of any artwork sold to buyer within reasonable distance from the artist's studio or home.
- The Virtual Gallery at FCTV will not be held responsible for any damage or loss of artwork that is shipped to or delivered by the artist to the buyer or picked up by the buyer from the artist.
- The Virtual Gallery at FCTV reserves the right to reject any submission for exhibition for any reason.

### Publicity & Announcements:

- FCTV will send a press release to the media.
- FCTV will post an announcement of the exhibit in its monthly newsletter, video bulletin board & social media. All artists are highly encouraged to do additional PR as well, including sending out invitations and personal social media, sharing on the artist's website, etc. Any press releases or ads by artist using FCTV's name does need approval by our CEO.

### Commission and Sales:

- All funds from sales will be paid directly to FCTV.
- FCTV will receive 30% 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 sale of any artwork
- Artwork will remain up on the virtual site marked "SOLD" until the end of the show.

*Thank you again for your participation. If you have any questions, contact Marcia Huyette at 508-451-3849.*

Sincerely,  
Marcia Huyette, Facility Assistant and Gallery Coordinator  
[marcia@fctv.org](mailto:marcia@fctv.org)