

ArtWalk Usage Agreement Downtown Billings Alliance (DBA)

- 1. Artist/s pay One-time Participation fee (\$150.00) and sign the One-Time Participation Agreement on or before the 15th of the month preceding the ArtWalk selected and return both to the DBA office at the address note.**
- 2. Artist/s acknowledge there is no security provided by the Downtown Billings Alliance (DBA) for artists or art work exhibited. The DBA office and work area are open daily during the work week and during evenings and weekends involving special events.**
- 3. The DBA assumes no liability for loss or damage to persons or property during the set-up, hosting, exhibit or removal of the artwork.**
- 4. Artist/s are responsible for all sales transactions and acknowledge that no sales assistance is provided through the DBA office.**
- 5. Artist/s responsible hosting the reception from 5 p.m. - 9 p.m. on the specified ArtWalk event. DBA does not food, beverages, incidentals or staff for this purpose. DBA has a refrigerator and a microwave. It does not have a fully equipped kitchen.**
- 6. Artist/s responsible for removal of exhibit on or before the 15th of the month prior to the next regularly scheduled ArtWalk event. Removal includes returning all DBA wall items to previous locations.**
- 7. Artist/s responsible for post-reception clean up by 10 p.m. on the evening of the selected ArtWalk event. Please remove all trash, wipe down all furniture and surfaces and remove spills on carpets or hard surfaces.**
- 8. ArtWalk will provide signage, maps and brochures consistent with that provided to other ArtWalk venues.**
- 9. Artist/s responsible for meeting deadlines to be included in printed and social media, including the ArtWalk website and Facebook page. Failure to meet deadlines may result in exclusion from printed and social media for the selected ArtWalk.**
- 10. Artist/s will complete post-event electronic evaluation within five (5) days of receipt via email.**
- 11. Any advertising other than as regularly provided via ArtWalk is the responsibility of the artist/s.**
- 12. ArtWalk has permission to use any images provided for print, internet use and social media or any other purposes connected with ArtWalk, with or without the gallery name, artist name and title of work.**

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Other provisions:

ArtWalk Usage Date: _____

This Agreement has been read, approved and agreed to by:

**Virginia A. Bryan, President
ArtWalk Downtown Billings
Downtown Billings Alliance**

Artist/s:

Primary Contact Person Name:

Mailing Address:

Preferred Phone Number:

Email:

(last revised 3/07/2016)