

**ArtWalk Usage Agreement
Downtown Billings Alliance (DBA)
24th Season**

- 1. Artist/s pay One-time Participation fee (\$150.00), sign the One-Time Participation Agreement and agree to the terms set forth in the letter Welcome to ArtWalk Downtown Billings on or before the 10th of the month preceding the ArtWalk selected and return both to the DBA office at the address noted below.**
- 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 provide 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 furniture to previous locations and repairing any wall damage.**
- 7. Artist/s responsible for post-reception clean up by 9:30 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 shall provide a high resolution jpg image and a 40 word summary of his/her exhibit on or before the 10th day of the month prior to the selected ArtWalk event.**
- 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.

Other provisions:

ArtWalk Usage Date: _____

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

**Molly Schiltz, Assistant Director
ArtWalk Downtown Billings
Downtown Billings Alliance**

Artist signature/s:

Primary Contact Person Name:

Mailing Address:

Phone Number:

Email:

(revised 1/28/2018)