

## MARJORIE EVANS GALLERY EXHIBIT POLICIES

The Sunset Center invites photographers, painters, and visual artists to exhibit in the Marjorie Evans Gallery. We encourage collaborations between artists in the gallery and the theater. Please direct gallery inquiries to our Gallery Curator at 831-620-2052 or [info@sunsetcenter.org](mailto:info@sunsetcenter.org).

**Proposal:** Artists who wish to display in the Marjorie Evans Gallery must first submit representative photos of the proposed work for review in addition to a written proposal explaining the intent of the show. You will be notified if your proposal is accepted. Not all proposals will be approved.

**Cost:** There is no space rental cost to the exhibitor associated with using the Marjorie Evans Gallery; however donations are gratefully accepted.

**Scheduling:** Shows are designed to be on display for one month. After a proposal is approved, installation and removal dates will be determined.

**Security, liability, hold-harmless:** The Sunset Center and the City of Carmel-by-the-Sea require exhibitors to complete and sign "Hold Harmless" agreement relieving the City and Center from any and all responsibility for the safety, security and condition of objects on exhibit. City/Sunset provides no security for exhibits.

**Insurance:** The exhibitor is responsible for providing general liability insurance for the duration of the Marjorie Evans Gallery exhibit as well as liquor liability insurance if alcohol is served. The Arts Council of Monterey County can assist in obtaining general liability insurance.

**Installation / Removal:** The exhibitor is responsible for installing and removing the exhibition. The Sunset Center has some materials to assist installation, but cannot provide all installation supplies.

**Display of Prices:** No prices shall be affixed to labeling or otherwise incorporated into exhibit. Please provide a price list, contact name, and phone number for purchase inquiries.

**Opening Event:** An opening reception may be scheduled in association with the exhibition.