



Pop-Up Show Proposal and Rental Agreement

Member's name: _____

Address: _____

Phone Number: _____ Email: _____

Rental date requested: _____

1. In the space below, write a brief description of the artwork you will be exhibiting.
2. Visual support materials: send JPEG files to hedwig@pvarts.org. NO ORIGINAL ARTWORK WILL BE ACCEPTED FOR THE REVIEW PROCESS.
3. Artwork must be appropriate for all ages and consistent with PVA's mission statement: *Bringing the community together through the arts.*
4. Resume or biography of member.
5. PVA will provide the exhibiting member with 8 professional display panels to hang their work on and 3 six-foot tables for food and/or display. PVA can also make available 3 large pop-up tents, if the exhibiting member has the people-power to set them up and take them down. (2-4 people).
6. The PVA Gallery is open to the public from 11am-4pm. Member's set-up time is from 10-11am, with take-down time from 4-5pm. Artwork cannot be dropped off at the gallery before the assigned date and all borrowed items (panels, tables, pop-up tents) must be returned and stored by 5pm. A PVA Representative will be on site from 10-11am and 4-5pm to coordinate the storage of borrowed items.
7. The exhibiting artist is responsible for handling all sales (100% of sales goes to member) and with providing refreshments, if so desired. The exhibit will be listed in the PVA electronic newsletter and shared on Facebook, if exhibiting member provides promotional materials in advance. All other advertising is the responsibility of the exhibiting member. The exhibiting member is responsible for leaving the garden area in the same clean condition as it was presented to them. PVA is not responsible for damage or loss of artwork.
8. The member agrees to pay \$250 upon acceptance by PVA of this proposal.

Accepted by: _____ Date: _____

Member: _____

Pajaro Valley Arts: _____