

**NOTE: The Montgomery Row Guidelines below are intended for the show coordinator (in this case Calvert Vaux Preservation Alliance). However, many of the guidelines pertain to individual artists as well. By entering the CVPA show, you agree to observe all Montgomery Row Art Exhibit Guidelines as well as all CVPA Submission Guidelines.**

## MONTGOMERY



R O W

### Montgomery Row Art Exhibit Guidelines

~~Artist must obtain permission/approval from Sue Hartshorn prior to hanging art works.~~ **Note: For the CVPA Exhibit, artist will fulfill this requirement by signing and submitting the Montgomery Row Permission to Hang Art Work to CVPA and agreeing to the terms of submission on CVPA's online payment portal.**

Each exhibit shall have a beginning and closing date. \_\_\_\_\_

Sculpture and/or other art pieces which cannot be hung on picture rail are not permitted.

**Artworks should be hung with appropriate space between them to distribute the objects' weight evenly across the picture molding. Lights or decorative lighting may not be installed.**

**No tape, fun-tak, nails, stickers/postits or other material may be affixed to the walls. All art must hang from the picture rail utilizing provided picture hooks. Artist is responsible for providing wire, plastic covered wire, 50 lb. fishing line or equivalent.**

There is space in the display window facing the south parking lot for one or two small (8x10 maximum) framed works that will sit on the shelves.

To limit interruptions or disturbances for Montgomery Row businesses, art should be installed/taken down 5pm – 9pm (M-F) or during the weekend whenever possible. Please contact Sue Hartshorn (845.242.6138 or [suehartshorn@frontiernet.net](mailto:suehartshorn@frontiernet.net)) to arrange time for installation/take down. Hallways need to remain accessible to tenants, their staffs and customers.

To facilitate sales during the exhibit's duration the artist should provide a list of the works including title, medium description, sale price (as applicable) and contact information with a short bio. (Please see sample list.) For group shows, provide contact information for the group coordinator.

When art is sold during an exhibition place a sold sticker on art or frame as applicable. **Do not place sticker on wall.** An additional sticker or note may be placed on the above list. Sold art should be removed after the exhibit's closing or replaced with another work if removed during the exhibit.

**Montgomery Row, its employees or tenants may not be involved in the sale of any object.**

**Montgomery Row and its owners are not liable for any damage to an artwork nor will it carry insurance on the art. Artists involved in exhibit are required to sign a provided hold harmless waiver.**

If artist or group coordinator wishes to have an art opening at Montgomery Row, such an event is subject to "Montgomery Row Art Opening Guidelines" and event must be approved by Sue Hartshorn. Promotion, such as press announcements or postcards, provided by the artist or group coordinator should indicate the location as:

Montgomery Row  
Art Exhibition Space  
6423 Montgomery Street  
Rhinebeck, NY 12572  
[www.montgomeryrow.com](http://www.montgomeryrow.com)

Continues > >

Montgomery Row will include date and description of the art exhibit in our special events list located on our website, our monthly e-bulletin, and in first floor display case we will include any 8.5x11 color flyer or smaller postal you provide. [The display case is different than the display window where small works may be placed.]

### **Montgomery Row Art Opening Guidelines**

We encourage openings/receptions to be on a Third Saturday afternoon or early evening (5-7p.m. to coincide with Rhinebeck's Art Walk.

Food/beverage tables should be set up at the north end of the second floor hallway outside of Suite 14. Tables may not block door entrances, elevator, or stairs. Proper clearance must be provided at all door entrances, elevator, stairs, etc.

**Lemonade, red wine, cranberry juice, or other beverages/food that stain carpet may not be served. White wine and seltzer are appropriate beverages.** Alcoholic beverages should be served by a person acting as a bartender for safety precautions.

Artist/group coordinator is responsible for set up and cleaning up. Area must be left in equal condition as when arrived. Garbage must be placed in tied plastic bags and placed in garbage dumpster. Recyclable items should be recycled in blue single stream recycling containers. Both the dumpsters and recycling containers are located in fenced area at west/Garden Street side of building.

Montgomery Row will include date and description of the art exhibit opening in our special events list located on our website and social media and in our entrance lobby display case. We will include any 8.5x11 color flyer or smaller postal that you provide in our display case.

Never prop a lobby door open. And if you see a lobby door propped open, please take a second to remove prop and close. Safety and security are of up most importance.

Please do not open windows. Safety, security and maintaining constant interior temperature are important.

Smoking is prohibited in all parts of the building. Please properly extinguish cigarettes and dispose of butts (yours or your guests) in an exterior waste receptacle located at both lobby doors (**please not in the landscaping**).

Music must be maintained at a low level.

Bathrooms will be unlocked at start of event. At end of event, please tidy up bathrooms as necessary. Please close both doors (which will lock) and turn off light switch at end of event.

Events must be approved by Sue Hartshorn. Please provide details of these items in your proposal (food/beverages served, proposed date & time, estimated number of people, music, need for electricity). [See attached form.]

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MONTGOMERY



### Permission to Hang Work at Montgomery Row

I, \_\_\_\_\_, an artist/photographer give my permission for my art work(s) to be hung at Montgomery Row with the full knowledge that I am taking a risk and Montgomery Row will not carry insurance on the work(s). I acknowledge any damage or loss is my own responsibility. I shall indemnify and hold Macothy, LLC and/or its members harmless from and against any claims and all loss, cost, liability, damage and/or expense incurred in connection with, or arising from, displaying art at Montgomery Row.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received by Macothy, LLC

\_\_\_\_\_  
Managing Member  
Macothy, LLC.