

**Miami Shores Fine Arts Commission  
Village Hall Lawn Sculpture Exhibit Practices and Procedures**

**Mutual Responsibilities:**

1. Artist shall be responsible for installation and de-installation of artwork; dates and times to be coordinated with the Village's Recreation department. If a crane is required for installation, the FAC/Miami Shores Village will provide transportation.
2. Payment of any costs to prepare or alter installation site by the Village or FAC will be agreed upon in advance.

**Responsibilities of the Artist:**

1. Artist agrees that they are donating their artwork for a 2-year period to be displayed on the north lawn of Miami Shores Village Hall. Artwork will not be purchased by the Village.
2. Artist shall provide biography/artist statement, press-quality samples of work to be exhibited, and a press-quality portrait for exhibit promotion at least two months before opening reception.

**Responsibilities of the FAC**

1. The FAC, by and through Miami Shores Village, shall provide liability insurance coverage for all exhibits up to \$100,000.
2. The FAC shall develop print and electronic promotion materials, which may include: printed and online flyers, advertisement(s) and/or articles in local publications, press releases, and facebook and website postings. The FAC shall provide materials to artist for further distribution.
3. The FAC shall provide all refreshments and beverages, and shall cooperate with Village Staff to set/clean up before/after all openings.