

Offering a unique opportunity for Independent artists to showcase their own work gaining visibility in an established art market, at a relatively modest cost, in a concentrated amount of time.

- Space is open to artists who are not already represented by a gallery in Provincetown.
- Bookings are available in one or two week intervals for solo or dual exhibitions. *
- Artists retain 100% of sales

ABOUT THE SPACE @ GALLERY 444

444 Commercial St., next to the Copper Fox & PAAM

In the heart of Provincetown's East End Gallery district, an established destination for visiting art lovers and a highly visible presence only one block from PAAM, the Provincetown Art Association Museum.

- Exhibit space is 17'x24'
- 10' ceilings
- Track lighting
- 2 Large Display Windows facing Commercial St.
- Street level access
- Outside sign and lighting for evening visibility
- Office/storage space at rear with toilet, sink, counter space, microwave and refrigerator
- Reserved parking space behind building
- Includes utilities
- Hours available for operation 10AM-11PM, 7 days a week***

* You want your art to shine, so we suggest no more than 2 artists show together during any booking.

** Never ran a gallery before? Hey, it's only a week, you can handle it, plus, we have a nifty list of helpful hints and resources to help you along.

*** Our "good neighbor policy" is very important. You can set your own hours within this timeframe, but other people in the building gotta sleep.

Sorry, you may not stay overnight in the gallery.

RESOURCES AND HELPFUL HINTS 2022

Here are some resources you may find useful for getting your show up and running. We've used some, not others, and do not warrant any, but at least this is a place to start.

CHAMBER OF COMMERCE

Calendar of local events and other info

<https://ptownchamber.com/calendar-of-events/>

FRAMING

Under Glass Custom Framing

371 Commercial St

Lynn Chichetti

(508) 487-0670 shop 774 216-1529 cell

cicchetti2@yahoo.com

ADVERTISING

Provincetown Magazine

Published Weekly

Free listing in the Gallery Stroll and Openings listings, but maximize visibility (and foot traffic) by placing an ad.

Lee Hudson Sales Manager

Text or call: 207.266.9914

leehudson@provincetownmagazine.com

For rates and deadlines

The Banner

Howard Karren, Arts Editor

Hkarren@provincetownbanner.com

Artscope Magazine

www.artscopemagazine.com/

Glossy Art mag located in Boston with world wide distribution

Lots of options for ads including online and eblasts

Contact publisher Kaveh Mojtabi for info. He's very enthusiastic and helpful!!

kmojtabei@artscopemagazine.com

(617) 639-5771

Provincetown Art Guide

Patricia Zur

Published seasonally but also has an on-line presence that you might be able to get into at the last minute.

www.provincetownartguide.com

patricia@provincetownartguide.com

Art New England

Contact Susan Baker and ask about "Focus On" or "Event" listings
857.366.8114

susan@newventureboston.com

Art Boston

Join to "Submit an Event" It's a free listing

<http://calendar.artsboston.org/login/>

Cape Cod Life

Join to "Submit an Event" It's a free listing

<http://capecodlife.com/eventscal/>

POSTCARDS

Overnight Prints

Excellent quality and reasonably priced postcards and business cards. But plan ahead! "Overnight" is just their name.

Remember, you want something they can take away to contact you later!

You might also want something that can be distributed around town

<http://www.overnightprints.com>

888 677-2000

Fli-Bois Postcard Distribution

Terry Catalano

Local distribution of postcards and fliers to restaurants and guesthouses

857.310.0785. Text or Voice although text is recommended.

tcatcoptown@gmail.com

ART SUPPLIES

Artist Loft

Only extensive selection of art supplies in town and will special order

135 Bradford St. (Corner of Standish St.)

508 487-1804

HARDWARE

Lands End Hardware

337 Commercial St.

508 487-0784

In the center of town 7 minute walk

Conwell Lumber

21 Conwell St.

508 487-0150

Between Bradford and Rt. 6 on Conwell St.

Has lumber in addition to hardware Radio Shack in store
Also has a small selection of art supplies

COPIES, PRINTING, FAX, COMPUTER TERMINALS PACKING AND SHIPPING

Mail Spot Express

Uses Fed Ex and Fed Ex Ground only. No UPS

You can also have things delivered there and held for you at a minimal charge

336 Commercial St #3, Provincetown, MA 02657

508 487-6650

ACCOMMODATIONS

Here are some options for housing while you are showing. Prices vary during the season so we suggest you check these all out to explore options!

We have a house in Ptown & I've included my friends places too.

<https://www.homeaway.com/vacation-rental/p3011018> (5 bedroom/3 bath)

<http://www.vacationcapecod.com/rental/house/13?Avail=&Stay=&User=KGR546440>

<http://abnb.me/EVmg/mlbVv9dpWB>

<http://abnb.me/EVmg/Dshsn4rrWB>

Search for Motels in Truro, Wellfleet, and Eastham

You can save big choosing a motel outside P-Town yet still within driving distance. Cape Colony in P-Town may give you a discount. Ask for Steve or Jen.

There is even a bus that you can take with one-way fares from as far as Harwich to P-town for only \$2 and they will even carry your bike! See more here:

<http://www.capecodtransit.org/flex-route.htm>

www.airbnb.com/

Want to make it a family vacation? Everything from a beach house for everyone to a pied a terre in someone's home. Again, check towns further up cape for better rates!

Last Minute hotel availability

Not a bad idea if you're a late booker or just needing a few "bridge" days till other accommodations are available.

<https://ptown.org/last-minute-availability/>

Provincetown: For Rent on Facebook.

Sometimes private rentals fall through or someone has a room available.

Camping

There are several campgrounds in Provincetown and Truro. That accommodate everything from tents to RVs. Suggest you google for contact info.

Harborside Realty Len Bowen Handles weekly "vacation rentals"
contact@harborside-realty.com 508 989-5461

INSURANCE

Our insurance does not extend to your artwork or property. **Artists are responsible for insuring their work and property while on the premises, if desired.**

ArtInsuranceNow.com is an excellent resource and online application is available at

<http://art-insurance.herokuapp.com/>

William Fleischer is their Fine Art specialist and I found him very knowledgeable and helpful. 800 921-1008

CREDIT CARDS

You must arrange for your own method of accepting payment. We do have wi-fi/internet connection. Plan accordingly, perhaps with a mobile plan accessible app.

PayPal

www.paypal.com

Quick and easy. Many different plans are available

Square

Card Readers for your smartphone:

<https://squareup.com/>

FOOD

Angel Foods

Great "Opening" Platters and daily eats

Located on the next corner across from PAAM

467 Commercial St.

508 487-6666

Ask for Liz or Simone

East End Marketplace

222 Bradford St

508 487-2339

Stop and Shop

Big chain grocery store

Shankpainter Road between Bradford and Rt. 6

POP UP RENTAL CONTRACT 2022

Between **GALLERY 444** (LESSOR) and _____ (LESSEE)

LESSEE agrees to rent the interval for the dates:

_____ 2022 (Start date) to _____ 2022 (End Date)

_____ 2022 (Start date) to _____ 2022 (End Date)

_____ 2022 (Start date) to _____ 2022 (End Date)

_____ 2022 (Start date) to _____ 2022 (End Date)

PLEASE NOTE, YOUR INTERVAL IS NOT CONFIRMED AS RESERVED UNTIL SIGNED PAPERWORK AND FULL PAYMENT HAVE BEEN RECEIVED BY LESSOR AT THE ADDRESS INDICATED BELOW.

PAYMENT

Payment must accompany this signed contract to secure your interval.

Please provide payment to **GALLERY 444 PTOWN**

Mail a copy of this signed contract along with payment to:

[WENDY CRESSEY 234 CAUSEWAY STREET, APT 722, BOSTON, MA 02114](#)

AMOUNT DUE

_____ Interval Rental (non-refundable*) + \$500 Security Deposit = _____ Total
See "CANCELLATION POLICY" for details

INTERVAL RENTAL

- Rental includes use of the Main Gallery and Rear office for the Exhibition and Sale of Artwork during the Interval period
- Rental Intervals commence at 3PM on Start Date and end at 11AM on End Date.
- Utilities (with the exception of phone, cable) are included
- Rental includes use of one designated parking space located behind the building.
- Maximum of 2 artists may show simultaneously per booking

SECURITY DEPOSIT

Small nail holes from hanging is expected "wear and tear" and will be repaired and touched up by LESSEE each week. Excessively large holes or other damage to the walls, floors, other surfaces or fixtures, however, will result in a deduction from your security deposit to cover repair or replacement.

Hang artwork either from the Picture Rail or by standard picture hangers

You may not paint on or tape anything directly to the walls.

LESSOR or their representative will arrive by Noon on "changeover" day to inspect the premises before you leave and inform you of any issues so please remain to sign the SECURITY DEPOSIT RELEASE CHECKLIST before you depart.

Your security deposit less any assessments will be returned to you within 14 days of the End Date of your booking.

Assessments include but are not limited to:

- Lost/failure to return key: \$200
- Damaged or missing equipment: Estimated cost of repair/replacement
- Storage charges beyond term of booking.

GALLERY 444 REGULATIONS

Because there are two residential condos in the building, you are expected to be respectful of your neighbors.

- Available hours of operation are between 10AM – 11PM daily.

You may set your hours for any period within this timeframe.

- You are responsible for staffing your gallery during open hours.
- Park ONLY in the space designated GALLERY in the area behind the building.
- No live or loud music is permitted.
- No alcoholic beverages may be sold, served wine can not leave the Gallery.
- Please put your trash in the barrels at the back door on Sunday night for Monday Pick up.
- Place recyclables in the blue bin and place it next to the fence on the corner up at the street on Monday night. Pick up is Tuesday. Bring the empty contained back.
- **You may not remain overnight in the gallery.** Please arrange for accommodations off premises.

START/END DATE CHANGEOVER

Changeover occurs on Wednesday.

LESSEE shall be responsible for the timely Installation and Removal of their property as follows:

START DATE AND INSTALLATION

- The previous LESSEE will be “checking out” in the morning and vacating the premises by noon.
- They will vacuum and touch up the gallery before your arrival.
- LESSEE must arrive for key pick up and orientation (lighting, AC, etc.) between 2 and 3 PM. This is the ONLY opportunity you will have to do so do not be late! If you are late and other arrangements are required to check you in, your security deposit may be affected.
- Please bring any tools and materials you may need as none are provided. There is a hardware store in town which carries most anything you may have forgotten.

END DATE AND REMOVAL OF PROPERTY

- LESSEE must appear to remove artwork and personal property and surrender key by 11 AM on End Date.
- Key may only be surrendered directly to LESSOR or their representative.
- All property of LESSEE must be removed from the Main Gallery space by Noon.
- LESSEE'S property may be temporarily placed in the back room but must be completely removed from the premises by 3pm on End Date.
- Property remaining after 3 PM shall incur storage charges of \$50 per calendar day to

be deducted from Security Deposit. If not removed by 11AM on the Wednesday following the End Date, property shall also become the property of the LESSOR to be disposed of as they see fit and without compensation to the LESSEE.

- LESSEES who do not appear by 11 AM on End Day to remove their show shall forfeit the full security deposit. Property shall be removed by LESSOR to the back room and shall also become the property of the LESSOR and, if not removed by 11AM on the Wednesday following the End Date, shall be disposed of as LESSOR see fit and without compensation to the LESSEE.
- LESSOR shall not be held liable for any loss or damage to LESSEES property during the handling of said property by the LESSOR or their agents at any time.

ACCEPTING PAYMENT FOR ARTWORK

LESSEE must provide your own method of accepting payment.

We suggest you establish a PayPal account or acquire a portable credit card reader for your smart phone.

- LESSEE must use their personal address and contact information for any such accounts.
- LESSEE may NOT use the GALLERY address as a point of contact or to establish credit.
- LESSEE is responsible for collecting and paying applicable Federal and State taxes including but not limited to payroll taxes and sales taxes.

INSURANCE

GALLERY 444 carries standard business and liability Insurance, but it does NOT cover loss of, damage to, or theft of your artwork or your property.

If you wish to insure your artwork or personal property you are responsible for obtaining such coverage yourself.

CANCELLATION POLICY

In the event of LESSEE Initiated Cancellation, Interval Rental is non-refundable unless LESSOR is able to re-rent the interval. Security Deposit shall be refunded.

In the event of LESSOR Initiated Cancellation, sole compensation shall be return to the LESSEE of all funds paid to LESSOR. LESSOR shall not be held liable for any costs incurred by the LESSEE or for compensation or damages due to any inconvenience suffered by the LESSEE.

This is the sum total of all agreements between the parties. Any adjustments to this agreement must be executed in writing and signed by both parties.

I hereby agree to all terms and conditions herein and affirm that I am not currently represented by any Provincetown entity.

LESSEE Signature Date

Please complete the following so we can return your security deposit

LESSEE Name _____

Mailing Address _____

Phone _____ E-Mail _____

APPLICATION for 2022 POP UP at Gallery 444 PTOWN

Let's get started! Email this completed and signed application to

Gallery444ptown@comcast.net

Once accepted, you'll receive paperwork to complete your booking and reserve your interval. Intervals are allocated on a first come/first served basis and are confirmed as soon as payment, and signed contract are received by us. *** Dates already rented***

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

WEBSITE _____ (or email 3 representative images as jpg.)

CIRCLE DATES REQUESTED Intervals Start at

3PM on Wed. and End at 11AM following Wed.

<u>DATES</u>	<u>RENTAL \$</u>
April 27 - May 4	\$ 1000.00
May 4 - May 11	\$ 1000.00
May 11 - 18	\$ 1000.00
May 18 - 25	\$ 1250.00
Single Women's Wkd May 21-23	
May 25 - June 1	\$ 1500.00
Memorial Day Weekend May 28 -31	
June 1 - 8	\$ 1250.00
PRIDE /Encaustic Conference June 5 - 6	
June 8 -15	\$ 1500.00
Film Festival June 13-17	
June 15 - 22	\$ 2000.00
Provincetown Film Festival June 16 -25	
June 22 - June 29	\$ 2600.00
Provincetown Portuguese Festival 6/24-27	
June 29- July 76	\$ 2600.00
Fourth of July 7/2 -7/4	
July 6 -13	\$ 2600.00
Bear Week July 10 -18	
July 13 - 20	\$ 2600.00
Bear Week July 10 -18	
July 20 - 27	\$ 2600.00
Girl Splash July 21-24	
July 27 - August 3	\$ 2500.00
Family Week July 28-Aug 5	
August 3 -10	\$ 2500.00
Family Week July 28-Aug 5	
August 10 -17	\$ 2500.00
Jazz Festival 8/12 Carnival Aug. 15-21	
Aug. 17 - 24	\$ 2500.00
Carnival Parade 8/19 Aug. 15-21	

<u>DATES</u>	<u>RENTAL \$</u>
Aug. 24 - Aug 31	\$ 2600.00
High Season	
Aug 31 - 7	\$ 2600.00
High Season Labor Day Sept. 3-6	
Sept. 7 -14	\$ 2000.00
Swim for Life 9/11 & Afterglow Festival 9/5-9/17	
Sept. 14 - 21	\$ 2000.00
Provincetown Invitational – Roaring Twenties 9/17-19	
Sept. 21 - 28	\$ 1500.00
Tennessee Williams Festival, PAAM Auction	
Sept 28 - Oct. 5	\$ 1250.00
Leather Weekend Sept. 30 -Oct. 4	
Oct. 5 -12	\$ 1500.00
Columbus Day Weekend Oct 11-14	
Oct. 12 - 19	\$ 1250.00
Women's Week Oct 11-17 & Fan Fair 10/17-24	
Oct. 19 - 26	\$ 1250.00
Oct. 26 -Nov 2	\$ 1250.00

Plus \$500 Security Deposit per interval

Security deposit is collected to cover loss or damage to any gallery equipment, the facility, or for storage of artwork beyond end of interval and will be returned less any assessments within 14 days of the end of your booking.

I am not represented by any Provincetown entity

Sign _____ Date _____