

## Art Exhibit Guidelines

- All artwork should be framed and ready for hanging. A wired back is required for framed art. Textile art is also welcome with the understanding that the hanging process will be different than is the case for framed works. We are unable to accommodate free-standing art. The Mary Baldwin Room has a standard Walker Display hanging system; draper hooks are utilized on the lobby grid wall.
- Please provide a label for each with a title, artist, date, medium, year completed and a number that corresponds to a printed price list (if the artwork is for sale). We recommend a computer label format like Avery labels 8871 (2" x 3 1/2") or another white matte label affixed to card stock. Please affix the labels to the artwork hung in the Mary Baldwin Room; tape can be used on the lobby grid wall as long as it is removed. Please be sure that the back of the painting also has a label in case the display labels for the artwork get mixed up.
- If the artwork is available for purchase, please provide copies of a price list with the contact information for prospective buyers. Multiple copies of the list will be kept at the service desk in the library lobby and will be available upon request. Please drop the price list copies off at the lobby service desk. The availability of a price list should be indicated on the exhibit signage. Any items sold during a display period shall remain on display until all items are scheduled to be removed. Prices cannot be displayed on the artwork and the library is not able to handle sales.
- The artist should submit a list of the pieces included in the show whether or not artwork is available for purchase.

- The artist can also include a photo (head shot preferred) and a brief bio in an 8 ½" by 11" frame which will be hung or placed in the exhibit space. Information about the exhibit can also be included. The artist may also provide promotional postcards or business cards as long as no pricing information is included. These can be placed on a small table in the meeting room. Artists using the lobby grid wall should include a framed photo, brief bio, and the title/description of the exhibit as described above.
- The library publicizes library events and exhibits via e-newsletters, the library website, online and printed calendars, social media, and press releases. Artists are encouraged to do the same. Please provide a brief biography and description of the works in the exhibit along with one two high-resolution jpgs (minimum 800 x 600 pixels and/or 1 MB) for this purpose.
- The Art Selection Committee will provide you with contact information for the library staff member who will work with you to schedule your installation and take-down dates. A stepladder, stepstool, and additional hanging supplies are available. Artists are responsible for installing and removing their exhibits on the agreed upon dates. A member of the Art Exhibits Selection Committee will be available to assist with the installation process. The library has the right to remove exhibit materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days following the completion of the exhibit.
- The exhibit areas are open to the public during regular library hours. The Mary Baldwin Room is used for library programs, so guests wishing to view the artwork may wish to check with the library ahead of time to see if the exhibit will be accessible.

- All exhibits must be appropriate for family viewing. Children's programs are held in the Mary Baldwin Room, a shared community programming space. As a result, any subject matter deemed inappropriate may be excluded at the discretion of the art selection committee and/or the library.
- Artists are welcome to host a reception in conjunction with an exhibit. The reception must be held during regular library hours and be open to the public. The artist and the library will mutually agree upon the date and time for a reception. We recommend at least 2 months' notice for a reception, which will be coordinated with the library contact. The artist is responsible for publicity regarding the reception and for set-up and clean up. Alcoholic beverages are not allowed. The reception and all cleanup must be completed at least 15 minutes before the library closes. The library will provide written guidelines on kitchen use and cleaning expectations prior to the reception.
- The Cheshire Library will exercise the same standard of care for any exhibit as it does for its own collection. The library and its staff are not liable for damage to or loss of any items on display.
- All exhibitors must sign a [Hold Harmless Agreement](#) prior to exhibiting in the library. This should be emailed or mailed to the library contact provided to you by the committee prior to your installation of the exhibit.
- In fairness to the number of applications for the limited space and to offer our patrons the broadest variety of work, individual artists are eligible for consideration to reshow after three full years. This does not include artists who are showing a few pieces as part of a large show.

I have read the *Cheshire Public Library Art Exhibit Guidelines* and agree to them.

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Signature of artist

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Date