

# Artist's Application for Exhibit @ Hagaman Memorial Library

227 Main Street | East Haven, CT 06512 | 203-468-3890 | www.hagamanlibrary.org

**We are currently accepting applications for exhibits.**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_ website \_\_\_\_\_

Describe your art medium \_\_\_\_\_

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Interested in \_\_\_\_\_ individual show \_\_\_\_\_ group show \_\_\_\_\_ number of pieces exhibiting

Please attach an artist's statement and 3-4 images representative of your work (digital or print).

**Exhibit Guidelines:** The space available for exhibits includes the walls in the front rooms of the original library building. There are picture rails and hooks-we recommend that work be hung with wire (sawtooth hangers will not work). Please do not use nails, tape or anything that may destroy paint on the wall. There is limited space for sculpture; display cases may be available for smaller pieces. Hanging the exhibit is the responsibility of the artist. The artist must present an inventory of the art to be displayed to the Library Director, or the Librarian handling the exhibit. Please do not post prices on the wall. The artist is responsible for creating their own price list with contact information on how to reach the artist should a member of the public desire to purchase a work of art. Work will be installed on or after the first day of the month and removed by the last day unless other arrangements are made. If after 30 days the exhibit materials are not removed by the artist, the exhibit materials will become the property of the Library.

**Publicity/Opening Reception:** Both are the responsibility of the artist. Publicity may include press releases to local media/art magazines, flyers, postcards. Please send the library director a copy of any publicity you create. The library will display your flyers and postcards, and may post information about the exhibit (including photos and artist statement) on our website and newsletters. The opening reception may be planned any time during regular library hours: Mon 10-5; Tue/Wed/Thu 10-8; Fri/Sat 10-5. If desired, postcards, prints or other materials supporting the exhibit may be sold at the reception only.

**Insurance:** The library's insurance policy does not include works on exhibit; therefore the library cannot be responsible for loss, theft, or damage that may occur while your work is on exhibit, or while waiting to be picked up after the exhibit.

**Donation:** There is no fee for exhibiting, and the library suggests a donation of 10% from any sales made as a result of the exhibit.

X \_\_\_\_\_

I have read the guidelines for exhibiting as outlined above and on the Hagaman Memorial Library Art Exhibit Policy, and I agree to abide by these guidelines if my work is accepted for exhibit. I understand the library director has the authority to modify or remove any exhibit at any time.

Revised and approved by the Board of Trustees on March 18, 2015