

**SUFFERN FREE LIBRARY**

210 Lafayette Avenue, Suffern, NY 10901

Phone: (845) 357-1237 • Fax: (845) 357-3156 • Email: suf@rcls.org

**EXHIBIT REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Exhibit: \_\_\_\_\_

**EXHIBITOR’S GUIDELINES**

- Exhibits are shown for four (4) weeks
- Exhibitors must hang or setup their own exhibits following the policy of the library regarding hanging methods allowed. (NO nails in the walls. NO tape or labels on the walls.)
- All work should be framed and wired in the back. Unframed work (*student art only*) must be mounted on mat board or other rigid backing with appropriate hooks to accommodate hanging cord.
- Artwork must be removed on assigned day to avoid interference with the next exhibit.
- The artist will provide a list of titles and prices to the library representative prior to the opening of the show.
- Prices may not be posted on any artwork.
- Any work sold during the exhibit must remain on display for the duration of the show.
- A donation of 10% of sales will be made to the library.
- Artist must supply pedestals for sculpture.
- Subject of art works must be appropriate for a library setting and audiences of all ages.
- The library does not provide insurance to cover loss by theft or vandalism of art.

**EXHIBIT AGREEMENT**

In applying to exhibit at the library I, \_\_\_\_\_ agree that I have read and understand the policies as described in this form and in the Exhibit Guidelines.

Date signed: \_\_\_\_\_

When exhibit is confirmed, a copy of this form will be returned to you.

Make an appointment to bring in 3-4 original works or submit four (4) slides of original art work. Label top front of slide, size of piece, medium, title and your name and address. Include stamped, self-addressed envelope, and ***brief resume*** as outlined in Guidelines and Procedures.

This application can be amended as necessary at the discretion of the Suffern Library Board.

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**DISPLAYS AND EXHIBITS**

**POLICY**

As a part of its public service and information mission, the Library provides art exhibits to complement its educational and cultural enrichment programs. These exhibits may feature local artists and special traveling exhibits.

**GUIDELINES AND PROCEDURES**

**TYPES OF EXHIBITS**

Paintings, photography, quilts, sculpture, ceramics, fabric panels, historical materials and collections (in exhibit cases) are all appropriate exhibits. Because people of all ages use the library, topics of nudity, violence and profanity are not accepted.

**EXHIBIT AREA** – The exhibit space consists of:

- Three lockable, glass enclosed exhibit cases of various sizes.
- The walls in the meeting room, which measure 90 linear feet and additional exhibit areas in the lower lobby
- The meeting room is provided with picture molding from which artwork must be hung using the Walker Display system rods (No nails, tape or labels are to be affixed to the walls.)

**APPLICATION TO EXHIBIT**

- Complete exhibit request form (Representative from a group can make submittal for the group)
- Make an appointment to bring in 3-4 original works or submit four slides of original artwork with stamped, self addressed envelope
- Submit a brief resume on background, awards, type of work and past exhibits

**REVIEW OF APPLICATION**

Suffern Library Arts Advisory Committee (SLAAC) will review art at regularly scheduled meetings. Artists will be notified by mail regarding acceptance status and scheduling. Exhibits will run for four (4) weeks, approximately beginning and ending with the calendar month.

**LIABILITY**

Suffern Free Library does not provide insurance in the event of loss by theft or vandalism of any artwork. A concerned exhibitor should seek private coverage for work displayed. Neither the library nor the Library Board accepts responsibility for loss or damage of displayed items.

**ARTIST'S RECEPTION**

If an artist wishes to have an opening reception, please indicate this on the application form, as the community room must be reserved. All arrangements for refreshments must be made through the Library's café representative. No alcoholic beverages may be served when the library is open.

**INVITATIONS**

If the artist plans to mail invitations or flyers about the exhibit, please add the following to the invitation or flyer: *Please call Suffern Free Library at (845) 357-1237 to make sure the exhibit will be open for viewing.*

**PUBLICITY**

The Library will send out press releases provided the following information is received four weeks before the exhibit:

- Artists biographical material – where studied, exhibits, awards, subject matter of show, title. Photograph of a piece to be exhibited is useful
- Time and date of reception if one is planned

**SALE OF ART WORK**

- The Suffern Free Library will not handle sale of any artworks. The artist may provide a list of work for sale and a phone number that will be posted in the exhibit area.
- Prices may not be posted on artworks.
- If there are sales, 10% of proceeds must be donated to Suffern Free Library at completion of exhibit.