

North Scituate Guidelines for Exhibitors

1. An appointment to hang artwork and to arrange a display will be made with the Library Artwork Coordinator (401) 647-5133.
2. An "Exhibit and Display Release" will be signed in advance of exhibiting or displaying work. In the case of a large group exhibit, the coordinator of the exhibit may sign for the total exhibit participants.
3. Unless specified, art will be hung **only** in the public meeting room. Beginning and ending dates of the exhibit will be arranged with the Library Artwork Coordinator. **Schedules must be maintained**, as subsequent exhibitors may need to hang their work or arrange their displays based upon the previous exhibitors' schedules.
4. Art in the public meeting room will be hung using the rods and hooks. **No nails may be put into walls, moldings, or display cases. No marks or tape (other than masking tape) may be used on walls or display cases. Pads should be used on the back of art works to protect the walls.**
5. Exhibitors are responsible for setting up and taking down exhibits or displays. Library personnel are not available for setting up or taking down materials. If exhibitors are not personally taking down art, they must make other acceptable arrangements with the Library Artwork Coordinator.
6. Exhibitors are responsible for bringing all necessary supplies, such as picture wire, corner pads for art, picture hangers, or other supplies. Exhibitors are responsible for removal of all packing material. The library will provide the hooks necessary for the display system. Library personnel will adjust the lighting.
7. An inventory of pieces not in secured cases will be submitted to the Library Artwork Coordinator when the exhibit is set up, and should be checked again upon dismantling of the exhibit.
8. If materials are for sale, the exhibitor may leave a price list or business cards for people who express an interest in the art. In the public meeting room, the exhibitor should avoid taping individual price cards on the wall next to each painting. **Note: The library does not enter into sales negotiations or transactions or take a percentage of any sales that may result from the exhibit.**
9. The library reserves the right to decide the appropriateness of exhibit material to the public library setting.

Exhibit & Display Release

The artworks or other items displayed by me at the North Scituate Public Library are deposited with the full understanding that the library is in no way responsible for any damage, loss or theft of my property at any time by any person or entity.

I understand that the library cannot guarantee against theft or damage to my property during library hours, nor can it guarantee that the building will not be unlawfully entered when it is closed.

Therefore, I agree to assume all responsibility and risk of loss or damage for my artworks or other items while on display at the library.

Artist's/Exhibitor's Signature

Date

Meeting Room

Exhibit At-a-Glance

Hang Date: _____

Start/End Dates: _____

Reception Date/Time: _____

Medium: _____

Exhibitor's Name _____

Home Address _____

City/State/ZIP _____

Phone (H) _____

Phone (W) _____

E-Mail Address _____

Art/Exhibit-Related Business Name: _____

Description of Work/Technique, Press Release Info, Comments

Press Release Sent?

Date _____

Price List Received?

Artist: Please read and sign the reverse page