



Art Exhibitor Guidelines & Contracts

As of July, 2015

Welcome to the Oosterville Village Library

Thank you for your interest in mounting an art show at the Oosterville Village Library. We are dedicated to providing enriching cultural experiences for our community while providing artists the opportunity to mount and produce professional art shows. Should you so choose, your exhibition experience at the library may include additional promotional opportunities such as artist receptions and related associated lectures or special events.

Application and Acceptance of Show

The first step is to complete the Library's Exhibit Application (enclosed) and schedule a time to meet with the Executive Director to review the following:

- Review and gain acceptance of works proposed for exhibit;
- Agree to dates and space requirements;
- Agree to fees;
- Provide deposit to hold date/space;
- Discuss options such as an artist reception and related lecture opportunities or special events, if applicable.

Artists are requested to provide promotional information including a professional biography and a print-ready picture of a representative work for inclusion in the library's promotional media such as the OVL newsletter, as well as for our website and constant contact mailings.

Should the artist choose to self-promote their show and/or artist reception/lecture at the library to their own mailing list, the library requests to preview the promotional materials: promotional materials may not suggest library sponsorship, or endorsement. We do encourage artists to self-promote their shows and receptions as the library does not maintain a mailing list for patrons. We sincerely appreciate artists who are able to

attract new attendees to their shows, new patrons who do not normally frequent the library and who are able to experience our beautiful venue.

Please pre-schedule an appointment with the Executive Director for the day the exhibit is to be hung.

Day the Exhibit is mounted

On the day the exhibit is to be mounted, before beginning to hang the art, the artist (or their representative) is to meet with the Executive Director to complete the following:

- Both parties are to sign the Library's Exhibit Receipt and Release Form (enclosed)
- Complete a reconciliation of the pieces to be exhibited with the inventory list
- Provide a price list
- Review details of arrangements for art sales (see enclosed Art Sales Instruction Form).

Art is to be hung using the hanging system available at the library. Any exception must be reviewed with and approved by the Executive Director in advance.

Artist Receptions

Many of our exhibiting Artists have benefited by hosting a reception with the Artist at some time during their exhibition. Such receptions are hosted at the financial responsibility of the Artist. Details of the reception must be discussed with and approved by the Executive Director *a minimum of 30 days in advance of the event.*

Promotion for the reception is the responsibility of the Artist. However, when possible, the library will make efforts to promote the reception

through the library's promotional media such as the OVL newsletter, website or constant contact mailings.

Particular considerations for your reception that should be discussed with the Executive Director include but are not limited to whether or not you intend to serve alcoholic beverages and after hours receptions. Special provisions must be made should you be interested in serving wine, beer or other alcoholic beverages at your event: as a public venue, the library is required to ensure that minors cannot access any area where alcoholic beverages are being served. Also, while it may be possible to schedule your reception during a time when the library is closed, a late closing fee of \$15 per hour may be assessed.

All food and beverages must be confined to the agreed upon area. The library does not provide cups, plates, utensils, etc. No candles or open flames are allowed inside the library at any time. It is the responsibility of the Exhibitor to ensure that the reception area is left in proper order (as it was found) with all paper, trash, cups, plates, residual food and beverages, etc. disposed of or removed in proper receptacles. Prudent precautions must be exercised to avoid any damage to library property. In the event of damage, damage fees could be assessed following the event.

Associated Lectures / Special Events

Some Art Exhibits provide an opportunity for genre lectures for the community, book lectures and signings or special events such as "Painting with the Artist", photography workshops, etc.

The OVL would look forward to discussing such opportunities to host related and additional events during the exhibition. Please discuss such ideas with the Executive Director to determine if related events can be planned and scheduled within the library's calendar.

Further Information

For questions or additional information, please contact the Osterville Village Library's Executive Director, Susan Belekewicz, at (508)420-0550 or at sbelekewicz@clamsnet.org.

We appreciate your interest in exhibiting your art at the Osterville Village Library!

Thank you.

Enclosures:

Exhibit Application

Exhibitor Fee Structure

Library Exhibit Receipt & Release Form

Exhibitor Art Sales Instruction Form

EXHIBIT APPLICATION

You may mail it to us, submit it in person, or fax it to us at 508-428-5557.

EXHIBITOR: Name: _____

Contact person, if group: _____

Address: _____

Telephone: _____

Email Address: _____

Website: _____

May we give this information to the public or news media, if asked?

Y or N (circle one)

EXHIBIT:

Title: _____

Medium (ART) _____

Space Requirements: _____

Number of pieces: _____

Area of Library requested for display: _____

OTHER INFORMATION:

Dates you would like exhibit to run: (two weeks, maximum):

_____ to _____

Have you displayed at the Osterville Library before? Yes or No

If yes, please specify month and year _____

Other information?

Approved by Executive Director _____

Date approved _____

**Osterville Village Library
EXHIBIT/DISPLAY FEE STRUCTURE**

| | |
|--|----------------------|
| <i>Hallway to Fireside Reading Room</i> | \$50.00 for 2 weeks |
| Left wall 14' | |
| Right wall (electrical Panels) 8' | |
| <i>History Room</i> | \$75.00 for 2 weeks |
| Back wall 15' | |
| Side wall 7' | |
| <i>Main Meeting Room</i> | \$300.00 for 2 weeks |
| 5' divider wall (2) | |
| 10' divider wall (1) | |
| 14' wall | |
| 22' (between windows) | |
| 12' wall | |
| 6' wall | |
| 7' wall | |
| Foyer: 8' wall (2) | |

Use of main floor kitchen is \$50.00 – not refundable

Use of small upper floor kitchen is \$25.00 - not refundable

After hours closing fees apply - \$15.00 per hour

Note: If selling art for a fee, the suggested donation to library is 20%.

Library Exhibit Receipt & Release Form

Date: _____

I/we the undersigned, hereby lend the following works of art or other material to the Osterville Village Library for exhibit purposes only. In consideration for the privilege of exhibiting them in the library, I/we hereby release and hold harmless, and indemnify the library from responsibility for damage to, or the loss and/or destruction of these materials. I/we also release and hold harmless, and indemnify the library from responsibility for personal injury sustained while setting up, removing or exhibiting these materials, while they are in the possession of the library.

I/we understand that materials are allowed to be displayed for two weeks, or four weeks with approval. It is also understood that materials need to be picked up on the last day of the exhibit, unless alternative arrangements have been made in advance with the Executive Director. If items are not picked up, the library has discretion to dispose of said items. The library does not have storage facilities.

This exhibition is to be held at the Osterville Village Library in the _____ Room from _____ to _____.

Date of Receipt of Art: _____

Received from: _____

Estimated value of materials: \$ _____

Description: _____

See attached reconciled inventory list.

Received by: _____ Delivered by: _____
Osterville Village Library Exhibiting Artist

Inventory Returned _____ including _____ Sales Date: _____

Returned by: _____ Received by: _____
Osterville Village Library Exhibiting Artist



**Art Exhibitor
Art Sales Instruction Form**

EXHIBITOR: Name: _____
EXHIBIT: Title: _____
Show Dates: _____ through _____

If a patron is interested in purchasing a piece of art in this exhibit, the Osterville Village Library is instructed to contact the following individual who is authorized to negotiate sales on my behalf:

Name: _____
Contact information: Phone: _____
Email: _____
Address: _____

Preferred method of communication: _____

When a sale has been successfully negotiated, the Exhibitors Authorized party must contact the Executive Director at the library to advise of the sale and the agreed amount. The piece of art will be designated as sold on the display. The buyer will deliver a check to the library in the agreed amount: the check should be made payable as follows: _____

Cash and credit card transactions are not acceptable methods of payment.

Note: If selling art for a fee, the suggested donation to the library is 20% of the sale amount and is payable at the conclusion of the Art Exhibit.

Authorized by: _____ Date: _____
Exhibiting Artist

Received by: _____ Date: _____
Osterville Village Library