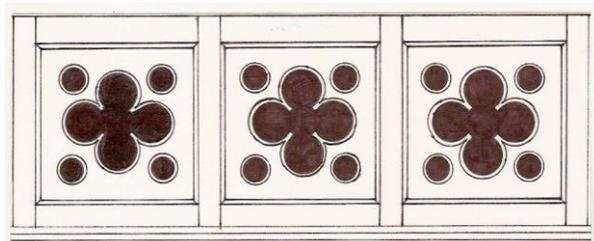


NORMAN WILLIAMS PUBLIC LIBRARY MEZZANINE GALLERY



GUIDELINES FOR EXHIBITING ARTISTS

Installation of Exhibits

Artists are responsible for hanging and taking down their exhibits on specified dates. They should coordinate the installation with a member of the Library Arts Committee who will be in touch with them prior to that day. Artists are responsible for repairing any damage to the gallery wall if it should occur.

Publicity and Signage

Artists must submit a short description of their exhibit and an example pdf of their work one month prior to the opening date to Kathy Beird (kathy@normanwilliams.org). The library places notices in the following: the Vermont Standard, Valley News, the Chamber Calendar, the Woodstock list serve, the NWPL Constant Contact, the library website, Facebook and Twitter. If artists would like further publicity, such as an article in a local paper highlighting their work or the exhibition, it is their prerogative to organize it. The Library places a poster at the entrance to the library announcing the exhibit and artists are free to create their own notice to be displayed there. Artists are responsible for creating an attractive sign to be hung in the exhibit space with the title of the exhibit, their name and contact information.

Entry fees – There is an entry fee of \$25 for group and solo exhibits and a fee of \$5 per individual artist for NWPL organized group exhibits.

Artist Receptions - Artists are encouraged to plan a reception during their exhibition. If you would like to do this please contact Kathy Beird (kathy@normanwilliams.org) at least a month prior to your exhibition so that the date can be approved and included in the publicity the library generates. Artists provide their own paper goods and refreshments (non-alcoholic beverages) and are responsible for clean up after the reception.

Sale of Artwork

Artists may post prices at the exhibition site using push pins. Tape or foam stickies may not be used as they damage the paint on the walls. Potential buyers must be in direct contact with the artist.

August, 2015