

MEZZANINE GALLERY
AT THE
NORMAN WILLIAMS PUBLIC LIBRARY

Dear Artist,

Thank you for your interest in exhibiting in the Mezzanine Gallery here at NWPL. We are delighted that you are considering this space as a venue to showcase your artwork.

The Library Arts Committee requires that potential exhibitors go through an application process, as the library reserves the right to screen potential exhibits for type, suitability, quality, and space requirements. As part of the application process, we encourage you to visit the gallery space to determine if it is appropriate for your work. Keep in mind that we accept two dimensional work only and request that the majority of pieces have not been exhibited locally within the past two years.

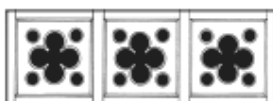
The Guidelines for Exhibiting Artists is included in this information packet along with an Application for Exhibit. When you look over these important guidelines, consider whether a solo or joint exhibit would be the best fit for you.

Please fill out the application and email it back to us or drop it off at NWPL's circulation desk for consideration at our next monthly meeting.

Thanks again for your interest,

Committee members,
NWPL Mezzanine Gallery Committee

LibraryArtCommittee@gmail.com



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APPLICATION FOR EXHIBITION

Date _____

Name _____

Address _____

Phone _____ Email _____

Website/Blog _____

Something about you and your background:

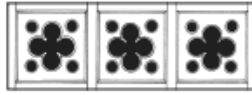
Something about your work:

The concept for your exhibit:

Proposed title:

Preferred months for exhibit:

Please attach at least 5 photos of your work.



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GUIDELINES FOR EXHIBITING ARTISTS

INSTALLATION OF EXHIBITS

Artists are responsible for installing and taking down their artwork on specified dates. The installation dates are coordinated with your designated committee member who will be in touch with you two months prior to your exhibition date. Please note that the dimensions of the two walls in the gallery space are 6'7"H x 9'5" W each.

Artwork must have the proper hardware and wire for hanging from appropriate picture hooks. NWPL has a box of hooks which you are welcome to use. The committee member with whom you are working will help you access our supplies and make sure they are returned to the closet.

You are also responsible for creating an attractive sign to be hung in the gallery with the title of your exhibit which should include your name and an artist's statement as well. Labels for each piece of work, preferably on card stock should also be included. Please refer to the Artist TO DO list for the label format.

Artists are responsible for any damage to the gallery wall if it should occur.

We will make every effort to make sure that your work is safe and properly cared for while exhibited but NWPL cannot be responsible for loss, theft, or damage to artwork while it's on display.

PUBLICITY

Within the Application Form, we ask that you submit information about yourself and your exhibit along with 2 - 5 photos of your work. This information – including confirming the title of your show – is needed at least two months prior to the opening dates to properly publicize your show.

The library creates a poster and places notices in the following: Woodstock List Serve, NWPL newsletter, website and Facebook page. We encourage you to share the poster and get word out to your contacts. Posters are displayed at the library entrance.

OPENING RECEPTION

We encourage you to plan an opening reception to be held during your exhibition. Typically, receptions are planned for the first Friday after you hang your show though other days work. Please contact the library at least two months prior so that the date can be approved and included in the publicity the library generates. You are expected to provide your own refreshments and paper goods and are responsible for cleaning up at the end.

In order to have wine or beer served at your reception, the library must apply to the town and state for a permit. This takes a few weeks so please notify programs@normanwilliams.org a month before the reception date.

EXHIBIT FEE

There is a fee of \$25 for solo exhibits, payable to the NWPL (or cash) Payment is due prior to the installation of the exhibit and can be dropped off at the reference desk at the library.

SALE OF ARTWORK

The price of your artwork will be included in the label (see above) or if it's not for sale, indicated NFS. Potential buyers must be in direct contact with you regarding a purchase and any sold work should remain in place throughout the exhibit when possible. While the Mezzanine Gallery does not take a commission on sales, please consider a donation to help support the library.