

Stow-Munroe Falls Public Library

Guidelines for Art Exhibits and Displays

The following guidelines shall apply:

1. **DISPLAYING AN EXHIBIT:** Each exhibitor is responsible to hang or arrange his/her display. All materials required to display an exhibit must be supplied by the exhibitor. Whenever possible, artwork should be framed. Each piece should be secured on the back to allow for proper hanging (e.g. wired).
2. **DIMENSIONS:** The Exhibit Areas include: the Corner Art Gallery; and the (2) Display Cases. The exhibiting space of the **Corner Art Gallery** is 27 linear feet. **Display Cases** (two (2)) exhibit must be confined to an area which is 12” high, 43” long and 21” wide.
3. **IDENTIFYING THE ARTWORK:** Exhibitors are required to provide an itemized list (WITH prices) of the displayed work. Labels (titles WITHOUT prices) must be attached to the artwork.
4. **PURCHASING:** All sale arrangements must be made directly between the artist and the buyer. Any work purchased must be left until the show is over. The library receives no commission.
5. **LIABILITY:** The library has property insurance and will take precautions to avoid damage or theft.

The Exhibitor must complete and sign the form “Guidelines for Art Exhibits and Displays”.

I agree to the above guidelines. I also grant the library permission to display my artwork on the library’s web site.

Artist’s signature _____

Date _____

Please complete the following information:

Name:

Street Address:

City/State/Zip:

Phone:

Total items exhibited (paintings/display case items): _____

Date Item(s) picked up:

Total Items:

Artist’s signature