



East Granby Public Library

Art Exhibit / Display Case Guidelines

Phone: 860-653-3002 or Email: Moniqueg@egpl.org

A goal of the East Granby Public Library is to stimulate the appreciation and knowledge of art in East Granby and the Farmington Valley. Priority will be given to local and Connecticut artists.

Artists interested in exhibiting their work should fill out an application and sign the “Hold Harmless” agreement prior to acceptance and installation of their work.

All art exhibits must be appropriate for family viewing.

The Main Library is the location for all art shows and exhibits. All flat works must be suitably framed. Hooks are provided for hanging. No tape, tacks, labels, or other materials that can damage the walls may be used for any purpose in the exhibit. The title of the artwork and price lists, or background material about the artist, may be given to the library director to display.

There are two display cases available for three-dimensional works. There is a display case in the Main Library, and a set of two display cases in the hallway to the Children’s Area.

A duration of one to two months is allowed for an exhibit. The artist is responsible for installing and dismantling the show and providing any printed material to announce, promote or accompany the show. The artist will be assigned times for set-up and take-down for the show.

If the artist wishes to host a reception in conjunction with the exhibit, it should be held after Library hours and a fee of \$50 will be charged to have staff on site. Rules governing the use of the Conference Rooms and kitchen facilities will apply; and are available upon request. The artist is responsible for any publicity concerning the reception and for set-up and clean-up. No alcoholic beverages may be served.

A 30% commission is taken on all sales to benefit the library. Sales are processed through the library and proceeds issued to the artist. Purchased art shall remain on the wall for the duration of the show unless early removal is approved by the library director.

Questions about exhibit arrangements can be directed to the Library Director, Monique Gerken, at 860-653-3002 or email Moniqueg@egpl.org.



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Phone: 860-653-3002 or Email: Moniqueg@egpl.org

Artist Name: _____

Date: _____

Address: _____

Phone Number: _____

Email: _____

Description of Art Work:

Number of Items to be Displayed: _____

I have read the *East Granby Public Library Art Exhibit / Display Case Application Guidelines* and agree to them.

Signature of artist/exhibitor

Date: _____

Please attach signed Hold Harmless Agreement and return to The East Granby Public Library.



East Granby Public Library

Hold Harmless Agreement

Phone: 860-653-3002 or Email: Moniqueg@egpl.org

The East Granby Public Library will not be held responsible for any loss or damage to artwork displayed in the Library.

Signed this _____ day of _____, 20____.

By _____