

Crown Point Community Library
Art Gallery Exhibit Application / Agreement Form

Crown Point Community Library (CPCL) features a gallery space at the Crown Point location. It is located in the hallway leading to the meeting rooms. The library art gallery offers the community an opportunity to experience art, promote artistic literacy, and provide the opportunity for local artists to display their works.

APPLICATION

Exhibitor: Solo | Group | CPCL School (Circle One)

Contact Name: _____

(Name of Art Group/Org.) _____

Address: _____ City: _____ State: ____ Zip: _____

Telephone: _____ Email: _____

Title of Exhibit: _____

Approximate Number of Works: _____ Medium: _____

Please provide the following with your application:

- Images of artworks proposed for exhibit:
 - Individual artist: please submit 10 images,
 - Art Groups: please submit 2 images per exhibiting artist.
 - Images must be formatted as .jpg, .png, or .pdf and not larger than 5mb.
 - Images must be titled with the artist last name and title of artwork.
- Artist Statement or Biography / Group Mission Statement
- School show: Submit the name of participating schools, and art teacher.

RULES/GUIDELINES FOR EXHIBITORS

EXHIBIT GUIDELINES/SELECTION

- Exhibitions are extended to all Indiana artists/groups, with NWI artists receiving preference.
- Exhibits will be limited to a minimum of 60 days and a maximum of 90 days.
- Exhibitors are encouraged to host an opening reception. Upon acceptance the gallery coordinator will contact the artist to plan for this event.
- Applications are reviewed and approved by the Library Gallery Committee. Once the application is received and reviewed, the applicant will be contacted to confirm dates.
- Artworks must be original and created by the artist. Reproductions of masters or circulated photographs/prints are not acceptable. Subject matter must be appropriate for all ages. Nudity, explicit sexual content, or hate speech will not be accepted. Only 2D art is accepted in these mediums: drawing, mixed media/collage, painting, photography and printmaking.
- The Library reserves the right to accept or deny exhibit proposals.
- No artist or group is guaranteed the same booking time each year.
- A signed agreement is required to exhibit artwork in the Library's gallery.

SPACE

- The gallery space is approximately 50ft of linear wall space. It is located at the Crown Point location, in the hallway leading to Meeting Rooms 2 and 3. The gallery is accessible to the public during library hours.

LIABILITY

- The gallery is accessible to the public during library hours and exhibits are unsupervised.
- CPCL does not carry insurance for items displayed or exhibited and assumes no responsibility for loss or damage to any submitted work of art for any reason before, during, or after the exhibition.
- Insurance protection is the responsibility of each artist.

INSTALLATION/REMOVAL

- Installation and removal dates are assigned upon acceptance.
- The artist(s) is responsible for installing and removing the exhibit on the dates assigned, during library hours. Any damage to the walls during installation/removal must be reported to the gallery coordinator.
- The artist(s) is responsible for delivery and pick up of artwork for the exhibit. CPCL is not able to provide storage before or after an exhibition for artworks or packaging.
- The gallery is equipped with a track hanging system. All artwork is to be hung using this system. The use of nails, staples, screws, tape is not allowed.
- The hanging system has steel cables of varying lengths, and push button hooks that slide onto the cable. The placement of hooks can be adjusted to allow more than one artwork to hang on a cable.
- Informative labels should accompany all artwork and include the artist's name, title, medium and contact information if the artwork is for sale. Do not list pricing. The artist is responsible for conducting any sales directly with the public. Library staff are not able to discuss or arrange inquiries regarding sales of artwork.
- All labels for work in the exhibit should be printed in the same font, type size, and on the same size and color cardstock. The gallery coordinator can assist with installing the labels. Below is an example:

Sylvia Smith
The Black Cat
Acrylic on stretched canvas
Contact: sylvia@gmail.com or 222-222-2222

PUBLICITY/PROMOTIONAL AGREEMENT

- CPCL will create materials and promote the exhibit as part of the library's regular marketing program, including information on the library's website and social media. At least one image of art to be exhibited will be submitted to use for publicity. The artist(s) grant the permission to the Library to photograph and reproduce any work in the exhibit for publicity purposes.
- CPCL can provide digital files of promotional materials to the exhibitor, by request, for personal distribution or social media.
- Host one Opening Reception, at the library, open to the public. Contact the gallery coordinator to make arrangements.



By signing, the artist and/or group representative understands and agrees to the rules and guidelines for exhibiting artwork at CPCL.

Exhibitor Signature _____ **Date** _____



Crown Point Community
LIBRARY

Main Library

122 N. Main Street
Crown Point, IN 46307
(219) 663-0270

Winfield Branch

10771 Randolph Street
Crown Point, IN 46307
(219) 662-4039

www.crownpointlibrary.org

FOR GALLERY COORDINATOR

Install date: _____ Removal date: _____

Publicity information provided: _____ Opening Reception date: _____

Notes:

Empty rectangular box for notes.