

WESTERLY LIBRARY AND WILCOX PARK

Hoxie Gallery Guidelines and Contract

Hoxie Gallery Exhibiting Guidelines

In keeping with the overall mission of Westerly Library and Wilcox Park, we offer art exhibits to the community by providing exhibit space for area artists. Each exhibit is booked for the period of one month, which includes installation and removal of artwork. Exhibits are at the discretion of the Executive Director and the Marketing and Outreach Manager. The organization will take into consideration prior exhibition dates of the same artist as well as exhibitions of similar item or topic. To provide the artist with the greatest possible exposure, the Hoxie Gallery is open during all Library operating hours. Because the Library cannot provide staffing at all times, locked display cases may be available upon request for smaller items.

Artists are responsible for:

- All aspects of exhibit installation:
 - Since gallery walls are carpeted work must be mounted and supplied by the artist. Velcro and/or stainless finishing nails are to be used for installation. Heavy or oversized works are to be hung from the picture molding with picture hooks. Absolutely no markings should be made on the gallery walls. Ladders are available; other display requirements should be discussed beforehand with the Marketing and Outreach Manager. Display cases, pedestals and tables may be available and must be requested at least one week prior to the date of installation.
- An opening reception must occur on the first Wednesday of the month from 5:00-7:00 pm:
 - Alcoholic beverages may be served only by someone TIPS certified upon permission of the Executive Director. Music is permitted during the opening reception, please discuss your plans with the Outreach Coordinator. Food and beverages must be provided by the artist and stay in the gallery area, and artists are cautioned to remember that they are here as guests of Westerly Library and Wilcox Park.
- Publicity:
 - Exhibits are listed on the organization's website, monthly e-Newsletter, and a Facebook Event will be created by the organization for the opening reception. Any additional promotion is the responsibility of the artist. Please provide us with a copy of any photos, a press release, invitations, flyers or other signage you produce that we may display in advance, to help us publicize your show. An easel at the main entrance of the Library, as well as bulletin boards throughout the Library are available for show announcements as well. Contacting the media is the responsibility of the artist.
- All aspects of exhibit move out:
 - The gallery must be left in the condition it was entered, with any and all art work hangers removed.
- Sales:
 - The artist/exhibitor handles all sales transactions directly. Price lists or business cards may be made available in the Gallery. Labels may include prices.

Artists who would like to exhibit their artwork in the Hoxie Gallery must:

- Send a resume/bio and photos or slides of the work you will be exhibiting; please include your website or any web links available to view a portfolio of your work to the attention of the Marketing and Outreach Manager at Westerly Library and Wilcox Park.
- Have not exhibited in the Hoxie Gallery within the last 3 years.
- Sign and return the Hoxie Gallery contract below (upon approval) and submit payment of \$150.00 fee to reserve your exhibition month for the Hoxie Gallery.

Hoxie Gallery Exhibiting Contract

I, _____, agree to pay a \$150.00 fee to show my artwork in the Hoxie Gallery at Westerly Library and Wilcox Park. This fee is due in full upon booking my exhibit date.

I understand and agree that Westerly Library and Wilcox Park does not insure my artwork in the event of accidental damage, fire, vandalism or theft.

I do hereby agree to present a price listing of my work with detailed information on how purchases can be made.

I may begin setting up my work on _____ at (or after) 9:00 am. I agree to have my work removed from the gallery by no later than 12:00 pm on

_____.

I also agree to host an Opening Reception on _____ from 5:00 – 7:00 pm.

I understand that it will be my responsibility to remove any food or beverages from the gallery space upon completion of the opening reception, and to leave the space in the condition in which it was found. If I need to cancel or reschedule my exhibit date, I will give notice at least 30 days prior to my original exhibit date, or sooner if possible. I also acknowledge I understand that I am financially responsible for loss or damage to Westerly Library and Wilcox Park property. All personal property is the sole responsibility of the artist. I understand that the Hoxie Gallery insurance does not cover artists' works on display in the gallery, and Westerly Library and Wilcox Park is not responsible for damage, loss or theft.

By signing below you acknowledge that you have received and read the Hoxie Gallery Exhibiting Guidelines and agree to abide by them. Failure to abide by these guidelines may affect our consideration of future bookings.

Signature: _____ Date: _____

Name: _____

Address: _____

City, State Zip: _____

Phone: _____ Email: _____