



MEMORIAL AND LIBRARY ASSOCIATION

WESTERLY LIBRARY AND WILCOX PARK

Exhibiting in the Hoxie Gallery

In keeping with the overall mission of The Memorial and Library Association, 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 Library Director, the Program and Events Manager, and the Library Committee. 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. Velcro and/or stainless nails are to be used. Heavy or oversized works are to be hung from the picture molding. Ladders are available; other display requirements should be discussed beforehand with the Library Program and Events Manager. Display cases, pedestals and tables may be available and must be requested at least 3 days prior to the date of installation.
- © An opening reception will occur on the first Wednesday of the month from 5 to 8pm. Wine may be served only with the permission of the Library Director. Music is permitted during the opening reception, please discuss your plans with the Library Program and Events Manager. Food and beverages must stay in the Gallery area, and artists are cautioned to remember that they are here as guests of the Library.
- © All personal property is the sole responsibility of the artist. The Library insurance does not cover art works on display.

Publicity:

Exhibits are listed on the Library's website. An easel at the main entrance of the Library, as well as bulletin boards throughout the Library are available for show announcements as well. 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. Contacting the media is the responsibility of the artist.

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 and photos or slides of their work, please include your website or any web links available to view a portfolio of your work to the attention of the Program and Events Manager of the Westerly Library.
- © Sign and submit a copy of this statement.
- © Upon approval, the artist must also sign and submit an exhibit/event contract and agree to pay a \$100.00 fee to show their work in the Hoxie Gallery.

I understand that the Hoxie gallery insurance does not cover artist's works on display in the gallery and The Westerly Memorial and Library Association is not responsible for damage, loss or theft.

Signature: _____ **Date:** _____