



MEMORIAL AND LIBRARY ASSOCIATION

WESTERLY LIBRARY AND WILCOX PARK

Mission:

The mission of the Memorial and Library Association is to strengthen community and enrich lives by stimulating intellect and sparking imagination through access to literature, information, technology, nature, and the arts.

Vision:

Westerly Library and Wilcox Park strives to be a premier intellectual, cultural, and botanical asset for the region.

Hoxie Gallery Exhibiting Guidelines and Contract

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 Outreach Coordinator. 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 Outreach Coordinator. 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 5:00-7:30 pm. Wine may be served only with the 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.
- All personal property is the sole responsibility of the artist. The Organization's insurance does not cover art works on display.

Publicity:

Exhibits are listed on the organization's website, monthly eNewsletter, and a Facebook Event will be created by the organization for the opening reception. 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.

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 Outreach Coordinator at Westerly Library and Wilcox Park.
- If you are selected to display your work in the Hoxie Gallery please sign and return the Hoxie Gallery contract below.
- Upon approval, the artist must also sign and submit a Hoxie Gallery Exhibiting Contract and agree to pay a \$150.00 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 Westerly Library and Wilcox Park is not responsible for damage, loss or theft.



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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 _____, the _____ of _____, 20____ at (or after) 12:00 pm. I agree to have my work setup completed by no later than 5:00 pm on _____, the _____ of _____, 20____ and removed from the gallery by no later than 12:00 pm on _____, the _____ of _____, 20____.

I also agree to host an Opening Reception on _____, the _____ of _____, 20____ from 5:00 – 7:30 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.

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. You are also acknowledging you understand that you are financially responsible for loss or damage to Westerly Library and Wilcox Park property.

Signature: _____ Date: _____

Name: _____

Address: _____

City, State Zip: _____

Phone: _____ Email: _____

Organization Contact

Signature: _____ Date: _____