

# Guilford Free Library

## General Instructions/Release Form for Exhibits by Guest Artists

The exhibit dates will be from the first of the month to the last day of the month (when the library is open). Times for hanging and taking down your exhibit must be scheduled with the library contact person: Mary Helchowski [mhelchowski@guilfordfreelibrary.org](mailto:mhelchowski@guilfordfreelibrary.org).

All materials for hanging will be provided by the artist. You may display any pertinent information, including contact information for sales, with the exhibit. Prices may also be included with the exhibit. Please be sure to have your cards or contact information clearly displayed. The Friends of the Library will collect 10% profit from all sales.

An exhibit opening is permitted. Invitations, refreshments, and publicity are your responsibility. The date must be scheduled with Mary Helchowski. The Guilford Free Library has a policy of no alcoholic refreshments at openings.

**The Guilford Free Library is not responsible to cover damages or thefts of any kind. During the hours the library is open, all rooms are open to the public. Many meetings are held during the month, and exit doors are unlocked. When the library is closed, a security system is in place. You may choose to get an insurance rider in order to cover your artwork, the library does not provide this.**

### Space Booked:

Meeting Room: 7 - 9.4' X 4' boards

Gallery Hallway 4 - 9.4' X 4' boards, 1 - 8' X 4', 1 - 7' X 4', 2 - 6' X 4'

Month/Year: \_\_\_\_\_

Opening reception: \_\_\_\_\_

Other notes: \_\_\_\_\_

I understand the above instructions (if a group exhibit, I am authorized to sign for my group) and acknowledge that all booking information is correct:)

Signature and Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email & Phone Number: \_\_\_\_\_

Please contact Mary Helchowski, Reference Librarian, if there are further questions.

✉: Guilford Free Library, 67 Park St Guilford, CT 06437

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