

## **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 Library will collect 10% profit from all sales. Pieces displayed should be original artwork created by the hanging artist and/or a local group. The gallery space may not be used for purely commercial art sales, the sale of third-party artwork, or the resale of art or collectibles.

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.

If an artist chooses to submit a press release, it must not imply that the library selects, endorses, or promotes any particular artwork or artists, nor that the press release is submitted by the library. Please use the following suggested title: "[Artist Name] displays artwork in the Guilford Free Library [Gallery/Meeting Room] during the month of [Month]."

**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.**

Please complete and submit the form on page 2 of this document.

**Booking Details:**

Meeting Room: 7 - 9.4' X 4' boards

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

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Month/Year:

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Opening reception:

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Other notes:

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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:

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Address:

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Email & Phone Number:

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

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

☎: 203-453-8282 @: mhelchowski@guilfordfreelibrary.org