

Guilford Artist Gallery and Meeting Room

Guidelines and Hold Harmless Agreement

Guidelines

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 before display with the library contact person: Mary Helchowski mhelchowski@guilfordfreelibrary.org. Artists should check in with Mary or another librarian before hanging their exhibit.

All materials and tools for hanging will be provided by the artist. All materials should be hung from the boards present in the gallery hallway and meeting room, and should not damage library walls. Please do not place artwork or other materials on freestanding structures, counters, or window sills. You may display any pertinent information, including contact information for sales, with the exhibit. Prices may also be included. Please be sure to have your cards or contact information clearly displayed.

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. Community members may hang on behalf of an artist who is unable to attend themselves (due to deployment, disability, deceased, etc.) at the library's discretion.

The library does not handle any transactions or hold money or artwork. All transactions must be between the artist and the buyer, and cannot involve the library in the drop off/pick up of checks or money. Artists must be present for the removal of artwork. If artwork is sold, we ask for a 10% donation to the Friends of the Library, but the rest is yours to keep.

An exhibit opening is permitted, and may take place in our meeting room for a scheduled period of 2 hours plus 30 minutes for setup and cleanup during regular library hours. Invitations, refreshments, and publicity are your responsibility. The date must be scheduled with Mary Helchowski, and should not interfere with other library programming. The Guilford Free Library has a policy of no alcoholic refreshments at openings.

The library does not advertise exhibits or openings. If an artist chooses to submit a press release, the title MUST read "[Name] displays artwork in the Guilford Free Library [gallery/meeting room] during the month of [Month]" and cannot imply that the library selects, indorses, or promotes any artwork or artists, nor that the press release was provided by the library.

Hold Harmless Agreement

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, but the library does not provide this. Please also keep in mind both gallery spaces are high-traffic areas that are frequented by all patrons, including children. The Library is not responsible for damages caused by patrons.

This document must be signed and returned to the library either in person or via email at least one week before display. By signing, you acknowledge you have read, understand, and agree to the above terms guidelines.

Artist Name:

Artist Signature:

Email:

Phone number:

Month of exhibit:

Day of reception:

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