



## ART EXHIBIT POLICY

### Mission Statement

The Hendrick Hudson Free Library Community Room & Corridor Galleries exhibit professional-quality work by area artists for the purpose of increasing public awareness of the visual arts. Works chosen for the gallery present a wide variety of art that is appropriate for a public space used by all ages.

- All work must be ready to hang. The “Gallery System” is in place with cables and hooks which accepts wired back pieces. **THIS IS THE ONLY ACCEPTED MOUNTING METHOD.** *The exhibitor is cautioned that if other than wired back pieces are used, there may be difficulty with the installation.*
- Exhibit coordinator’s decision will take precedence over what is displayed and where. Installation will be handled by the exhibit coordinator; artists may assist in the installation. There will be a very careful deliberation between the coordinator and the artist when the work is delivered for an installation on how many pieces should be displayed so that the exhibit will be seen with the very best possible viewing pleasure. A floor plan is available that contains dimensions for the space to better enable inclusion decisions prior to the installation of work.
- Transportation of artwork to and from the Library is the responsibility of the exhibitor. The exhibitor must be present for the installation and removal of an exhibit.
- Prices may be displayed on individual works.
- In return for the opportunity to exhibit at the Library, a 10% commission is requested on any artwork sold.
- No items listed for sale may be removed during the exhibit without the exhibit coordinator’s approval.
- The exhibit coordinator will provide some publicity about the exhibit and will include promotion such as the library newsletter, library website, and social media. The exhibitor may provide additional promotional material, such as artist produced postcards. Artists are encouraged to promote their exhibit through invitations and announcements.

- Artists are welcome to have a reception. Most Saturday and Sunday afternoons are available but must be booked in advance. Receptions are to be open to the public as well as invited guests. The exhibitors are to provide a table covering, paper goods, and all food at their own expense. **Alcohol is not permitted.**
- Exhibits in the community room shall be available to the general public only when no other programs or meetings are in session. No meetings shall be interrupted to set-up, remove, or to view any exhibit while a program or a meeting is in session.
- The exhibitors must provide a certificate of insurance or sign an insurance waiver for works displayed. The Library is not responsible for any damage to or theft of works on exhibit. If complete security is a concern, it is recommended that the artist provide a gallery sitter. When staff is not present on the 2<sup>nd</sup> floor, the community room will be locked and a sign posted directing the public to obtain a key to view the exhibit. The risk of loss, theft or damage will be held by the exhibitor.

#### **LIBRARY HOURS:**

Monday-Thursday: 9:00 a.m. – 8:00 p.m.

Friday: 9:00 a.m. - 6:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: 1:00 p.m. – 5:00 p.m.

Open on Sunday – September through June



## EXHIBIT APPLICATION

Artist/s: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Title of Show: \_\_\_\_\_  
Date & Time of Installation: \_\_\_\_\_  
Date & Time of Removal: \_\_\_\_\_  
Date & Time of Reception: \_\_\_\_\_

In return for the opportunity to exhibit, a 10% commission is requested of any artwork sold.

I/We have read the Exhibit Policy and accept responsibility for compliance with the procedures and rules governing the use of the exhibit space.

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature & Date

.....

Date \_\_\_\_\_ Approved and confirmed with the applicant(s) \_\_\_\_\_  
Art exhibit coordinator

PLEASE MAIL, FAX OR EMAIL FORM TO:  
Constance Dyckman  
Hendrick Hudson Free Library  
185 Kings Ferry Road  
Montrose, NY 10548  
914-739-5654 x405  
914-739-5659 fax  
email: cdyckman@wlsmail.org

Adopted by the Library Board of Trustees 12.07.97  
Revised 8.2.2018/10.26.20  
Reviewed 01.01.11/12.10.12/10.26.15/10.23.17/04.08.19/10.26.20

**HENDRICK HUDSON FREE LIBRARY**  
**ART EXHIBIT INSURANCE WAIVER AND INDEMNIFICATION**

I (WE), as exhibitor(s), HAVE READ the Art Exhibit Policy, which is incorporated herein by reference, and agree to indemnify, defend and hold harmless the Library, its Trustees, employees and volunteers from any and every claim for damage, loss or injury of any kind whatsoever to person or property, relating to the display of artwork while the above described exhibit is on display, or while any of the materials in connection therewith are en route to or from or in or upon the premises of the Library. It is specifically understood and agreed that all costs and expenses in connection with the exhibit are the responsibility of and will be borne entirely by the exhibitor. Prior to transporting artwork to be exhibited, I (we) will provide a certificate of insurance for the artwork and naming the Library as an additional insured or sign an insurance waiver for works displayed.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature (Exhibitor)

\_\_\_\_\_ Date \_\_\_\_\_  
Signature (Exhibitor)