

ART DISPLAY PROGRAM



The Hamilton-Wenham Public Library provides art exhibit space for local artists to display their works. Exhibit space is available to artists on equal terms regardless of opinion or affiliation; however, art displayed must be suitable for a public library display area open to adults and children of all ages. The Library neither sponsors or endorses the views of any individual using the display space.

General Guidelines:

- Artists must apply to reserve Library display space. Artists who live or work in Hamilton or Wenham will be given first priority.
- Exhibits are scheduled for two-month blocks – January/February, March/April, May/June, July/August, September/October, November/December.
- The artist is responsible for any damage caused to the exhibit space/walls as a result of their display and will be responsible for costs associated for repairs.
- Art involving noise or music is not permitted.
- The Library is not responsible for any loss, theft, injury, or damage that may occur while works are on display. Artists must sign a waiver of liability as part of the application process.
- The Library charges no fee for exhibiting artwork. Library staff will not engage in any sales or facilitate transactions on the artists' behalf.
- Artists in violation of the rules for exhibiting art at the Library may be barred from future exhibits or have their exhibit removed at the discretion of Library administration.

Setup Guidelines:

- There are 23 spots available for hanging, at minimum 11 works are needed.
- All works must be suitably framed and fitted with screw eyes and wire. All exhibits must be hung. No free-standing easels, pedestals, etc. are permitted.
- No wall hooks shall be moved, removed, or added. Artists shall not adhere anything to the wall.
- A small, typed, or neatly written card should be adhered to the side or bottom of frames stating title and medium. Copies of a list of works, prices and artists contact information can be left for viewers.
- Artists are responsible for installing and removing works and may only do so during regular Library hours. Library staff are not available to assist with exhibits. All works must be removed by scheduled removal date and no artwork may be stored at the Library.
- The artist may not move Library furniture to accommodate artwork.



Art Exhibit Application & Waiver of Liability

Date: _____

Artist's Name: _____
(Organizations should provide the name of a contact person)

Name of Organization (if applicable): _____

Mailing Address: _____ **Town:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Website: _____

Proposed Exhibit:

Title: _____

Medium Used: _____

Preferred Months: _____

Waiver of Liability

I have read and will abide by the rules for exhibiting art work at the Hamilton-Wenham Public Library. I acknowledge that participation in an unsupervised art exhibit carries risks, including but not limited to theft or damage to items exhibited or injuries incurred by the artist. I agree to assume all such risks.

I release the Hamilton-Wenham Public Library, its employees and representatives, from liability from any claim including but not limited to negligence, personal injury, and property loss arising from participation in a library art exhibit.

I also hereby agree to indemnify and hold the Hamilton-Wenham Public Library harmless from any claim brought because of my art exhibit at the Library.

I agree to take responsibility for any damage to the Library or Library property caused by my art exhibit.

Signature: _____ **Date:** _____

Please note that your exhibit is not accepted for the Library's Art Display Program until a member of Library staff has reviewed your proposal and confirmed your acceptance.