

The Friends of the Fairfield Public Library
Bruce S. Kershner Gallery

Agreement For Exhibiting

The Friends of the Fairfield Public Library, a non-profit organization providing cultural enrichment to the general community, welcomes you as an exhibiting artist.

To assure that you understand the conditions for exhibiting at the Bruce S. Kershner Gallery, the following Agreement will provide mutual guidelines and responsibilities for participating parties.

Sale of Art: The Friends of the Fairfield Public Library are responsible for collecting from the buyer the sale price of any purchased artwork, together with the applicable sales tax, and any additional costs incurred in connection with the sale. 25% of the pre-tax sale price is a donation to the Friends of the Fairfield Public Library. The artist shall receive the remaining 75%.

THE FRIENDS OF THE LIBRARY WILL PROVIDE

Exhibition Space: Exhibition space is limited to the Bruce S. Kershner Gallery, only, unless otherwise specified and agreed to in writing.

Insurance: The Town of Fairfield self-insures each piece of artwork up to \$1 ,000., with proof of value. This covers any damage that may occur in setting up the exhibition, or once the exhibition is up, any damage by the public In case of fire, the Town's property insurance will cover loss.

Graphic Communications Guidelines: for postcard/invitation design and required signage for the exhibition.

Press Releases: related to the exhibition and reception, to local newspapers, as well as mailing of postcard invitations, to the FFPL mailing list.

Reimbursement: to the Artist for the cost printing exhibition invitations up to the amount of \$100. All advanced quoted and pre-approved costs for signage printing services will be reimbursed to a maximum expense of \$500. for agreed upon suppliers.

Artwork Placement: The Curatorial Committee will work closely with the showing Artist to place works for optimal viewing and in effective relationship with all other exhibited works.

Installation Guidelines: for installation that meets museum standards, including required wire, frames, pedestals, etc.

Materials for Installation: including wall labels, hooks & nails. Tools for installation will be made available on loan for installing the exhibition (hammers, levels, etc.).

Complementary Installation Assistance: in hanging and dismantling the exhibition, in association with the artist and his/her assistants.

Guest Book: for signatures and comments by show attendees, and for copying entries made to the Artist's specific exhibit.

Opening Reception Support: FFPL will provide food, beverage, tableware and FFPL volunteers to serve attendees at the opening reception.

Supportive FFPL Members: to attend the opening reception.

Security Monitor: a Library representative for the duration of the reception and to lock up and secure the Library upon completion of the opening reception.

THE ARTIST WILL PROVIDE

Signed Agreements: for the privilege of exhibiting in the Bruce S. Kershner Gallery. These will include the Agreement for Exhibiting at the Fairfield Public Library and Artist Release Agreement. In the case where multiple artists are exhibiting, each and every artist will sign separate agreements for record.

Selected and Agreed Upon Works: to include those selected by the Curatorial Committee, appropriate for public exhibition and that is suitably framed and mounted in a professional manner and ready for hanging. Biography, Artist's Statement, List of Artworks & Prices: as well as other printed matter related to the exhibit, such as postcards and signage (see above). This information will be provided in a timely manner in coordination with the FFPL Art & Curatorial Committees. All information will be provided as Word documents.

Use of Images: The Artist will provide and allow the FFPL use of art images for FFPL marketing efforts, including but not limited to, The Fairfield Public Library web site, area newspapers, magazines, etc.
Delivery and Removal of Artwork:

Delivery and Removal of Artwork: The Artist agrees to deliver and remove the Curatorial Committee's selected art work for exhibit on the dates and times specified. (No storage space is available for unclaimed work and the Library and FFPL unfortunately can accept no responsibility for any work left in its space.)

Graphic Communications: The Artist agrees to provide postcard/invitation design and required signage for the exhibition. This includes arranging for print production of all required items. (Guidelines/templates and suggested suppliers for these will be provided by the FFPL.)

Press Release Information: The Artist agrees to provide, in a timely manner, all requested information for development of press releases to local newspapers, as well as mailing of postcard invitations to his/her contacts to maximize attendance at both the opening reception and the exhibition.

Receipts for Reimbursement: The Artist agrees to provide receipts for all cost of printing exhibition postcards/invitations and signage, in order to receive timely reimbursement. All advanced quoted and approved costs for signage printing services will be reimbursed, for agreed upon suppliers.

Artwork Placement: The Artist agrees to abide by the final decision of the Curatorial Committee regarding placement of works for optimal viewing and in effective relationship with all other exhibited works.

Library Installation Standards: The Artist agrees to installation that meets museum standards, including required wire, frames, pedestals, etc. specified by the FFPL.

Installation Assistance: The Artist agrees to provide adequate assistance in assuring the hanging and dismantling the exhibition.

Opening Reception: The Artist agrees to attend and speak to attendees at the scheduled Opening Reception.

Contact Information: The artist agrees to provide contact information for the purpose of sales or other needs. Such information will be provided to the Library's Circulation Desk along with a price list with the title of each work.

Buyers' Pick-Up Coordination: The Artist agrees to coordinate with any buyers of his/her work for the pick-up of any purchased work.

MAIL ALL MATERIALS TO:

Attn: Friends of the Library
Curatorial Committee
Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824

OR DELIVER proposal to the Main Library and ask for directions to the Friends of the Library Curatorial Committee large box in the mail room.

If you do not wish to have materials held on file:

INCLUDE a self-address, stamped mailer for return of submitted materials.

OR INDICATE that you will pick up materials at the Library upon completion of the review.

IFYOU ARE SELECTED

The Curatorial Committee has final decision on all works selected and installed in each exhibit. Installations will be monitored by the Installation Committee with input from the exhibitors.

ANY QUESTIONS CONTACT

Gallery curators at E-mail
dianepollack@optonline.net
or write to the above address

NOTIFICATION

Applicants will be notified on receipt of their material. Later they will be notified after the Curatorial Committee has reviewed their art and if accepted, asked to discuss available exhibition dates.

EXHIBITION REQUIREMENTS

You must visit the space before installation to plan selection of work, delivery and installation.

Wall-hung Works: Framed work must be professionally presented with hanging wire of adequate strength. Other hanging mechanisms must be approved by the Installation Committee. The Installation Committee reserves the right to reject any work not ready or safe for hanging.

Sculpture / 3D Work: A stable, finished pedestal must be provided for each work that is not free-standing.

Opening Reception: A reception will be planned. There the artist is requested to present a brief talk about the art and answer questions. PR will be sent to the Friends of the Library list, and to local newspapers.

The artist is encouraged to also present one lecture, demonstration, or workshop about one hour long for the library as an educational contribution.

Sale of Art: The Friends of the Fairfield Public Library are responsible for collecting from the buyer the sale price of any purchased artwork, together with the applicable sales tax, and any additional costs incurred in connection with the sale. 25% of the pre-tax sale price is a donation to the Friends of the Fairfield Public Library. The artist shall receive the remaining 75%.

Removal of Work: No work shall be removed until the show ends. Art must be removed promptly at the end of the show.