

## VERMILION PUBLIC LIBRARY ART EXHIBITION GUIDELINES

Vermilion Public Library (the Library) seeks to display artwork created by artists from Vermilion and surrounding area which reflects a variety of mediums and themes. We invite artists to submit proposals to show work in our building. Submissions will be chosen by Library staff. Artists may submit individually or as a group. All submissions will be accepted or rejected as a whole.

The Library will:

- Provide display space on the library walls. The use of any other display space in the library or the library complex must be discussed with the library's representative in charge of organizing exhibitions.
- May provide a limited hanging system for art, including some chains, hooks and frames.
- Promote the art display as part of their ongoing promotional activities (i.e. mention in an ongoing newspaper article). The Library is not responsible for buying any advertising specifically for the art exhibit.
- Give notice to the artist at least 30 days before the proposed start date of the exhibit.
- Offer the opportunity to hold an opening night or Meet the Artist event subject to terms and availability to be determined between the Library and the Artist.
- Give notice of at least one month, the Library reserves the right to cancel any booking.
- Have the final and sole decision as to which submissions to exhibit.
- Reserves the right to hold other events in the library during the exhibit.
- **THE LIBRARY WILL NOT INDEMNIFY OR OFFER INSURANCE COVERAGE AGAINST THEFT OR VANDALISM OF ART WORKS. The artist must sign a waiver.**

The artist(s) will be responsible for:

- Submitting their proposal with an example of their work.
- Framing, cleaning, or otherwise preparing works for exhibit.
- Providing an inventory sheet that itemizes each art piece that will be part of the exhibit
- Displaying art works. Please discuss the limitations of our hanging system (metal tracks/chains and hooks) with the library's representative in charge of organizing exhibitions.
- Artist may wish to display:
  - a poster and/or invite to introduce the artist and the show
  - the artist's CV
  - the artist's statement
  - a photograph of the artist
  - photos of the artist's past work
  - business cards
  - price list
  - comment sheet
- Promotion of the exhibit, outside of regular library promotional activities.
- Contacting patrons who are interested in purchasing art works. Library staff will not handle the exchange of money for exhibited art works. We will be happy to take phone numbers and notify the artist of inquiries, or, with the artist's permission, to offer patrons a phone number where the artist can be reached.
- Removing art works from the library during regular Library hours on the day following the close of the exhibit.

Thank you for your interest in exhibiting at Vermilion Public Library. We look forward to the opportunity to showcase talent in the Vermilion area!

I, the Artist, have read and understand these guidelines and agree to all of them.

\_\_\_\_\_  
Library Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Artist Representative Signature

\_\_\_\_\_  
Print Name



## WAIVER OF LIABILITY

This Waiver of Liability dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Vermilion Public Library ("VPL") and \_\_\_\_\_ ("Artist") waives any liability on the part of VPL or its employees with regard to a public exhibition by the Artist of his/her works of art ("Works") to be held at VPL during the period \_\_\_\_\_ to \_\_\_\_\_.

The Artist agrees to all terms and responsibilities laid out in "Vermilion Public Library Art Exhibition Guidelines", attached to this document.

The Artist hereby agrees to hold harmless VPL, the Town of Vermilion, and its employees and volunteers from any liability for the Artist or the Works during the above period including but not restricted to damage to or theft of the Works.

This Waiver stipulates that ownership of works sold during the exhibition shall not be transferred from the Artist to a purchaser until after the Closing Date. Receipts made out to purchasers shall be marked "Deposit on artwork".

It is hereby understood by and between VPL and the Artist that the only intention of VPL is to provide a venue for the exhibition of the Works during the above period and that VPL can accept no responsibility or liability for the Artist or the Works.

Signatures below indicate agreement with all of the above.

\_\_\_\_\_  
Library Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Artist Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

