



SNOW
Library
Established 1877

GUIDELINES FOR EXHIBITORS In the Marion Craine Gallery

1. Before your Exhibition:

- Exhibitors are encouraged to visit the Marion Craine Gallery prior to installation to determine how their exhibit will be arranged. A schematic drawing is available for determining how to hang/arrange the exhibition.
- Exhibits must be of significant quantity to fill the space provided in the Marion Craine Gallery – approximately 30 pieces of various sizes. For this purpose, with the prior permission of the Committee, the space can be shared with another artist or group of artists.
- All dates (installation, reception, events and take down) must be cleared with the Library Director and must be placed on the Library's master calendar by the Director. Dates are not subject to change after they have been added to the calendar unless approved by the Director.
- All works on paper must be suitably framed for hanging and protection, with the exception of our student exhibits from the elementary, middle and high schools.
- Obtain a book for comments that will be placed on the table in the gallery when you hang the exhibit.
- Exhibitors who are represented by a gallery must be approved in advance by the committee.

1. Hanging Your Exhibition:

- Exhibitors are responsible for installing all objects displayed as defined in their application. There is no library assistance available for receiving or hanging artwork. All exhibits shall be hung with the supervision of a Marion Craine Gallery Committee member under the guidance of a Gallery Coordinator.
- The gallery is equipped with the Walker Hanging System and the only tool necessary is a pair of pliers. NO holes may be put in the walls, and artwork may not be attached to any surface in any other way.
- *Art work listings:* It is suggested that the artist prepare a paper list of the art in the exhibit and display it in a free-standing frame on the table in the gallery. The sheet should include the title of the art, the medium, the size (optional) and the price. This listing should also include the contact information of the artist. The artist may also provide additional copies of the listing to be placed on the table for viewers.
- *Art work labels:* The labeling of the art works during an exhibition may be done in any of three ways:
 - (1) Numbers on gummed labels may be placed on the side of each frame and a numbered list may be printed, the list showing the title, media and price.
 - (2) Labels (heavy paper or card stock) may be placed on the wall under or beside each art work, using tape provided by the Gallery Coordinator, or other stick-on medium known by the coordinator to be acceptable. The label may include the title of the artwork and the medium. If the exhibit is by more than one artist, then the label should also include the artist's name. The price may not be included on the wall label, but may be included on a paper listing available to viewers on the table, which should also include contact information.
 - (3) Labels printed on stick-on paper are acceptable only if the labels are of the easily removable type. The label may include the title of the artwork and the medium. If the exhibit is by more than one artist, then the label should also include the artist's name. The price may not be included on the wall label, but may be included on a paper listing available to viewers on the table, which should also include contact information.

2. Reception:

- All arrangements for the reception are the responsibility of the exhibitor.
- The serving of refreshments must be in compliance with the restrictions of the Orleans Board of Health. Alcohol is prohibited as is home-made food items.

- The exhibitor must designate a person responsible for setting up the reception in the Marion Crane Room and returning it to its original arrangement and condition. Under no circumstances should any leftover food be left in the library.
- Foods that create maintenance problems cannot be served, including any dark liquids or other food items that could potentially leave a stain.
- There are no kitchen facilities available for the reception.

3. Taking Down Your Exhibition:

- At the close of your exhibition, all exhibitors are responsible for removing all objects displayed as defined in their application. There is no library assistance available for the removal of artwork. All exhibits shall be taken down with the supervision of a Marion Craine Gallery Committee member under the guidance of a Gallery Coordinator.
- The library will not provide storage space for the property of exhibitors. Exhibitors who fail to remove their property on the specified date may not be allowed use of the Marion Craine Gallery in the future.

4. Publicity:

- Exhibitors are solely responsible for publicizing their exhibition. The library may post announcements on its social media pages to publicize events.

5. Disclaimers:

- Exhibitors shall be responsible for all insurance on their work. The Library is not responsible for any damage to, or the theft of, any artwork exhibited. All items placed in the Library are done so at the owner's risk.
- In keeping with Snow Library Meeting Room Policy item #4, "Commercial solicitations are not permitted", the sale of art works inside the library is prohibited. In reference to art works exhibited in the Marion Craine Gallery in Snow Library, this means that artists may not transact sales of their work in the Library during an exhibition. If an artist is contacted by someone interested in purchasing an artwork on exhibition, the sale (the exchange of money) must be done outside the Library. In connection with sales during a show, red dots may not be placed on the painting(s) or the wall labels, but may be placed on the paper listing on the table.
- All exhibitors will be responsible for any and all damage to the Library caused by the installation and/or removal of their artwork. The Library reserves the right to request a fee from exhibitors for cleaning the gallery, if necessary.
- The Marion Craine Gallery is partially funded by donations from exhibitors. As the gallery space is free, monetary donations to the Snow Library from exhibitors are much appreciated. A donation should be made payable to "Snow Library" at the completion of the individual exhibit.
- Sixty days notice must be given to the Craine Gallery Coordinator if a cancellation of the show is necessary. If the show is cancelled without the required notice, the artist may not be able to show in the future.
- Any amendments to these guidelines will be the responsibility of the Marion Craine Gallery Committee and must be approved by the Library Director. All guidelines must comply with the policies established by the Snow Library Board of Trustees.

Adopted by the Snow Library Board of Trustees, 07/2018