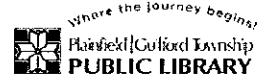


The Gallery Exhibit Policy and Agreement



All exhibits in the gallery will be arranged through and managed by the library's Gallery Manager. The manager retains the right not to display any work. The manager retains the right to exhibit multiple artists during any display period.

Works exhibited in the gallery must be finished, and ready for gallery presentation. Gallery wrap finishes are acceptable, however, the edges must be finished. All two dimensional art must have wire hangers. The library cannot supply materials for display, framing or other finishing.

Delivery and pick-up of the art is the responsibility of the artist or a representative of the artist. Artwork not picked up within 30 days of the final exhibition date will become the property of the library and will be disposed of in whatever manner is deemed necessary.

Artists may sell items exhibited in the gallery. The library will retain a 30% commission on all sales benefiting the Friends of the Library or the Plainfield Public Library Foundation. The artist will receive a check by mail within 30 days of the final exhibit date.

The artist must supply an inventory list with purchase prices. If an item exhibited is not for sale the artist must supply a value of the piece for insurance purposes. The library will maintain insurance coverage on artwork displayed in the Gallery.

The library may use images of works exhibited for promotional purposes. The artist may display a bio/artist statement, business cards, etc. The library will supply guestbook pages. The library will host a reception for the exhibit and will be responsible for supplying paper goods and refreshments.

Printed name to be used on title cards and in publicity. _____

E-mail _____ Phone _____

Address _____

Title of the exhibit _____

Art delivery date _____ Artwork will be displayed _____

Artwork pick-up _____ Reception date/time _____

Artist signature _____ Date _____

Mail or deliver with work to;

Plainfield Public Library, Attn: Gallery Manager, 1120 Stafford Road, Plainfield, IN 46168 Gal-
lery Manager; Laura Appleby, 317-839-6602, ext.2136, lappleby@plainfieldlibrary.net
Director; Rachel Ziegler, 317-839-6602, ext. 2111, rziegler@plainfieldlibrary.net