

ART EXHIBITION POLICY

Goal:

To provide an opportunity for artists to exhibit their works to the public. Local artists are encouraged to exhibit. All exhibitions will be free, open to the public and publicized by the Exhibitor.

Responsibility:

The Exhibitor understands that the Library's meeting rooms and gallery/corridor are open to the public during library, but are not attended by library staff. The meeting rooms will be rented to community organizations while the art exhibits are in place. The exhibit floor of the Library is open Monday through Saturday from 10 am to 5pm, and from 10 to 1 on summer Saturdays.

The Exhibitor understands that by approving his application, the Katonah Village Library is granting a license to the Exhibitor to exhibit his works at his sole risk and expense. The Library accepts no responsibility for works stolen, defaced or in any way damaged and represents that there are no security measures in place to safeguard the Exhibitor's works.

The Exhibitor agrees to hold the Library, its Board of Trustees, its Staff and the Town of Bedford harmless from any claim for losses and/or damages arising out of the display and exhibition by the Exhibitor and shall defend, indemnify and hold the Library, its Board of Trustees, its Staff and the Town of Bedford harmless from any claim made by any person arising out of the setting up, exhibit of and dismantling of the exhibit.

It is specifically understood and agreed that all costs and expenses in connection with the exhibit are the responsibility of and will be borne by the exhibitor, and that the Katonah Village Library will be named as an additional insured in any policy or policies of insurance obtained or maintained to cover losses to or in connection with the exhibit.

Selection:

A resume of the artist's background accompanied by photographs or work must be submitted for review prior to placement on the exhibit schedule.

Scheduling:

Exhibits are scheduled by the Library Director or designated representative for a period of 3 weeks. Dates allotted for exhibits must be strictly observed. The Library will dispose of artwork not removed on schedule. The Library will not store or assume responsibility for artwork for later pick up.

Set Up:

Responsibility for hanging the exhibit is the exhibitor's. All artwork to be exhibited must be framed and wired so that it can be hung from gallery rods. Use of nails, tacks or tape is not permitted. The Library will supply hanging equipment but does not provide technical

or clerical assistance, porter service, storage space or special furnishings. No labels or signs of any kind may be affixed to walls or doors in any manner.

Publicity:

- Display Card - Stating name of artist and theme of exhibit must be provided by the exhibitor.
- Flyer - If provided by the exhibitor, will be reproduced by the Library and posted. It will be distributed to other Westchester libraries for posting.
- Price list - If works are for sale then the exhibitor must provide one typewritten price list. Sales shall not be negotiated on Library premises.
- Guest book - Supplied by exhibitor for personal record.
- Brochure - Exhibitor is responsible for providing and mailing any printed announcements and, if used, provide some copies to the Library for in-house use and scrapbook.
- Newspapers - Exhibitor is responsible for preparation and distribution of news releases. COPIES OF NEWS RELEASES MUST BE SENT TO THE LIBRARY DIRECTOR FOR APPROVAL BEFORE SUBMISSION TO A PUBLICATION.

Opening Reception:

Receptions are held on the first Saturday of a show from 2 to 4 p.m. The Library provides only kitchen facilities, tables and a 55-cup coffee pot. All food, cloths, paper goods, glasses, etc. are the responsibility of the exhibitor. The exhibitor is responsible for leaving the kitchen clean and trash bagged for removal. Serving alcohol is subject to the prior approval of the Library Board of Trustees. Red wine may not be served. The premises must be vacated by 5 p.m. ***Please be sure to blot up any stains immediately.***

Summer exhibitors may arrange for an evening reception during Library hours.

Fees:

Fees are payable no later than 30 days prior to the opening of the exhibit:

For individuals:	\$175 per room per show
For groups:	\$175 per room per show

Damage Deposit for Opening Reception:
\$200

Fee included one time use of kitchen for reception.

Use of piano: \$25

Application:

Application must be submitted to the Library Director in writing on the official application form. Exhibits are scheduled for several months to a year in advance.

Send application to:

Van Kozelka, Director,
KATONAH VILLAGE LIBRARY
26 Bedford Road
Katonah, NY 10536

914-232-3058