

VEGREVILLE CENTENNIAL LIBRARY ART EXHIBITION GUIDELINES

Vegreville Centennial Library (the Library) seeks to display artwork, created by artists from Vegreville and surrounding area, which reflects a variety of mediums and themes. We invite emerging artists (the Artist or the Artists) working in any two-dimensional medium to submit proposals to show work in our building. Submissions will be selected by a jury (the Jury). Artists may submit individually or as a group, though all submissions will be accepted or rejected as a whole. Three-dimensional art exhibits may also be considered, space and resources permitting, at the discretion of the Library.

The Library will be responsible for:

- o Giving the Artist the opportunity to display works 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.
- o Providing a limited hanging system for art, including some chains, hooks and easels.
- o Promotion of 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.
- o To give notice to the artist at least 30 days before the proposed start date of the exhibit.
- o The opportunity to hold a two-hour opening in the evening outside regular library hours, preferably 7:00 to 9:00 on Thursday evening (the first Thursday of the month of exhibition). Any required food permits are the responsibility of the Artist. Liquor will not normally be served at these events. Please speak to the library representative if you wish to serve liquor at your event.
- o The use of the Library's kitchen facilities for preparing food and drink on opening night.
- o Giving notice of at least one month, the Library reserves the right to cancel any booking.
- o The Library shall have the final and sole decision as to which submission to exhibit, based on the recommendation of the Jury. The Library will not normally disagree with the recommendation of the Jury.
- o The Library reserves the right to hold other events in the library during the exhibit.
- o **THE LIBRARY CANNOT OFFER INSURANCE COVERAGE AGAINST THEFT OR VANDALISM OF ART WORKS. The artist must sign a waiver.**

The artist(s) will be responsible for:

- o Submitting their proposal at least 60 days before the proposed start date of the exhibit.
- o Framing, cleaning, or otherwise preparing works for exhibit.
- o 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.
- o 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
- o Organizing help with food and beverage preparation, service and cleanup on opening night.
- o Promotion of the exhibit, outside of regular library promotional activities.
- o 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.
- o 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 Vegreville Centennial Library. We look forward to the opportunity to showcase talent in the Vegreville 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

Date

WAIVER OF LIABILITY

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

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

The Artist hereby agrees to hold harmless VCL, the Town of Vegreville, 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 VCL and the Artist that the only intention of VCL is to provide a venue for the exhibition of the Works during the above period and that VCL 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