The Gallery at the Glen Rock Public Library has selected your artwork for exhibition. Your exhibition will open on the first of the month (listed below) and taken down the last day of that month.

Reminders Summary for Your Show

Your Exhibition is: MONTH ___________ YEAR ______

*Items needed by:
Biography/ Resume, Artist Statement

Exhibition Agreement [page 4] signed & returned by:

Make sure your *Title Listing/Price Sheet is emailed to: friends@glenrocklibrary.org
ONE MONTH prior to your exhibit

Prior to exhibit (2 weeks), email friends@glenrocklibrary.org to confirm the date and time when you are hanging your exhibit.

Please bring your art ready to hang, with wire on the back. Do not plan to assemble it at the library.

Art is always hung on the 1st day of the month, and taken down on the last day of the month.

Please make your own posters (if you so desire). All poster copy must be approved by the Gallery Committee.
* Finished poster can be left in the Library and will be placed at the Friends table.
A Gallery Committee member will work with you to hang your art.

*Email a copy to friends@glenrocklibrary.org
Exhibition Agreement:
This Agreement is made between The Glen Rock Public Library and

______________________________________________________________________________
Name (hereafter referred to as the Exhibitor.)

______________________________________________________________________________
Address

INVENTORY: The Exhibitor has been invited to display works of art as listed below in the
Library from ___________ to ___________. The works of art are titled as follows:

1. __________________________________________________
2. __________________________________________________
3. __________________________________________________
4. __________________________________________________
5. __________________________________________________
6. __________________________________________________
7. __________________________________________________
8. __________________________________________________
9. __________________________________________________
10. _________________________________________________
11. _________________________________________________
12. _________________________________________________

The Exhibitor shall transfer to the Library possession but not ownership of the property listed in
the above inventory.

The Art work selected will be at the sole discretion of the Exhibition Committee.

INDEMNIFICATION: The Glen Rock Public Library, its insurance, employees, volunteers,
agents, Friends, and Trustees, will not be responsible or liable for any loss of damage to art
work or framing during the exhibition and this Agreement. The Exhibitor agrees to indemnify and hold harmless The Glen Rock Public Library, its insurance, employees, volunteers, agents, Friends, and Trustees, from and against any type of claim made against them as a result of exhibiting the Exhibitor’s work.

Exhibitor organizations and commercial businesses will provide a Certificate of Insurance naming The Glen Rock Public Library, 315 Rock Road, Glen Rock, New Jersey 07452, as an additional insured. The Certificate must be received prior to the first day of the exhibition.

The Exhibitor will be solely responsible for the delivery and removal of art. The legal protections afforded by this Agreement commence upon the signing of this Agreement by the Exhibitor, and survive the end of the exhibition and removal by the Exhibitor of all work from of the Library’s premises.

**DELIVERY AND REMOVAL OF EXHIBITION PIECES:** Delivery and removal of art will be on pre-determined days during regular business hours of the Glen Rock Public Library. A member of the Gallery Committee will coordinate with the Exhibitor to aid in hanging and removal of the art. The art work will not be removed by the Exhibitor during the term of the Exhibition without prior consent of the Library. **Set up will always be on the 1st day of the month and a Gallery Committee member will set a time with you. You are responsible for picking up your art on the last day of the month.** Library hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Thursday</td>
<td>9AM-9:00PM</td>
</tr>
<tr>
<td>Tuesday, Friday</td>
<td>9AM-5:30PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>9AM-5:00PM [January-June; September-December]</td>
</tr>
<tr>
<td>Saturday</td>
<td>10AM-2:00PM [July and August]</td>
</tr>
<tr>
<td>Sunday</td>
<td>1PM-5:00PM</td>
</tr>
<tr>
<td>Sunday-Closed</td>
<td>June, July, August</td>
</tr>
</tbody>
</table>

Please present a photo ID to the library desk staff so that they know who is taking down art.

**SALE OF ARTWORK:** The works of art can be offered for sale, if the Exhibitor so desires. A price list will be available for the public’s review at the Library. Payment for art purchased is to be made out to the order of the artist for the full amount and given to the artist at the end of the exhibit. The artist will then donate 20% of the sale price on sold art during the exhibit to the Friends of the Library.

**Wall Labels:** A complete FINAL listing of art titles and prices must be submitted to friends@glenrocklibrary.org by the 1st of the month prior to your exhibit in order for pictures tags/wall labels to be printed.

**PUBLIC RELATIONS:** The Gallery Committee will place announcements, calendar insertions and full press releases in local and regional newspapers and magazines prior to the start of a new exhibition. The Exhibitor is required to provide The Gallery Committee with typed biographical information upon acceptance. The Exhibitor is allowed to put up a flyer, with prior approval of The Gallery Committee in the Library at the start of his/her exhibition. All decisions regarding additional types of advertising and/or marketing are the sole discretion of The Gallery Committee.
SIGN THIS PAGE AND RETURN IT TO THE GALLERY.
It will be co-signed and returned to you.

Exhibitor Name [please print]

______________________________________________________________
Exhibitor Name     [please print]

____________________________________
Date____________________
Exhibitor Signature

Street Address: ________________________________________________

City: ____________________________ State: ______ Zip Code: __________

Telephone: ______________________

E-Mail _____________________________________________________________________

_________________________________  _____________________________
E-Mail ________________________________ Date

Gallery Committee Representative

Mail to: The Gallery- Glen Rock Public Library- 315 Rock Rd, Glen Rock, NJ 07452