



ART EXHIBIT PROCEDURES

The Haverhill Public Library has exhibit space available for local artists. This area consists of 113 linear feet of wall space on the second floor of the library. To apply for exhibit space, please complete an art display request and submit the form to the director's office. The procedures are as follows:

1. Artists should contact the director's office to coordinate set up, removal, and publicity (373-1586, Ext. 617). The office will coordinate these functions with building maintenance.
2. Exhibits may be scheduled from 4 to 8 weeks.
3. Library will supply "S" hooks and chains for hanging artwork. The artist will be provided with a ladder, hooks, and hangers.
4. Artists will supply the hanging material (wire, nylon, etc.). **Under no circumstances should any material be adhered to the walls.** If there is any damage done to the wall by the artist, the library will bill the artist for any expenses incurred to repair the wall.
5. Artists are responsible for providing information for exhibit announcements, fliers, press releases, price lists, etc. to the director's office, as well as replenishing business cards and other information.
6. Artists may make arrangements with the director's office for a reception. Beverages must be non-alcoholic, clear liquid and non-staining. Food consumption is restricted to the gallery area.
7. Artists are required to sign a waiver of liability for lost or damaged artwork.
8. If any artwork is removed or changed during the exhibit, the artist will notify the director's office.

I have read the above Art Exhibit Procedures and agree to abide by any and all limitations.

Signed

Date