

# **Art Exhibit Policy**

## **Grand Forks Public Library**

The Grand Forks Public Library offers a gallery space to community artists suitable for displaying two-dimensional pieces and small three-dimensional pieces.

- 2<sup>nd</sup> Floor Mezzanine

### ***Selection & Scheduling of Exhibits***

The library's gallery space is available on a first come first serve basis. Periodic Call for Artists will be advertised when the space has openings.

The exhibit space is open to anyone, however priority will be given to residents of Grand Forks/Grand Forks County. No artist will be accepted for exhibition more often than once every year. The schedule of exhibits will be managed by the Library's Marketing Director.

### ***Exhibition Logistics***

Art exhibits are scheduled as three-month increments. Artists must be prepared to hang their exhibits within the first two days of the month assigned. All artwork included in the exhibit must remain hanging for the duration of the show (unless other arrangements are agreed upon by both parties). All canvas artwork must include a hanging wire on the back to be hung with our system. Three-dimensional pieces must fit within a 12"x12"x16" display case.

### ***Insurance***

The Grand Forks Public Library does not hold insurance for artwork on exhibit and is not responsible for loss of or damage to any of the artists' work.

### ***Publicity***

Grand Forks Public Library Marketing Director submits basic monthly press releases, website listings and social media postings. Artists may submit their own publicity to the press. Artists may create and distribute their own postcards or invitations to receptions.

### ***Sale of Artwork***

The Grand Forks Public Library will not engage in selling or negotiating for the sale of artwork on behalf of the artists; however, business cards, price lists, or contact information for the artists may be left at the gallery.

## ART RELEASE AND WAIVER FORM GRAND FORKS PUBLIC LIBRARY

Artist assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless the Grand Forks Public Library and its employees, against all claims. Losses, and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by installation, removal, maintenance, or part thereof, excluding any such liability caused by sole negligence of the Grand Forks Public Library.

In addition, Artist acknowledges the Grand Forks Public Library does not maintain insurance covering artist's property or liability. It is the sole responsibility of the Artist to obtain property damage, liability, and business interruption insurance covering any and all losses by the Artist.

Any artwork that is not picked up within six weeks after the closing of an exhibit will become the property of the Grand Forks Public Library.

This release must be signed and dated before exhibiting at the Grand Forks Public Library.

I (we) hereby accept the conditions set forth above.

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Name of artist, firm or organization (PLEASE PRINT)

E-mail

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Address

Phone Number

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Signature

Date

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Legal name of artist or artist's representative if differs from above (PLEASE PRINT)

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Address

Phone Number

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E-mail

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Signature

Date