

THE CLAYTON COMMUNITY LIBRARY ART EXHIBIT AGREEMENT

Artist's Name: _____

Address: _____

Phone #: Home: _____ Cell: _____

Email: _____ **Website:** _____

Medium, Size, Title, S Sales Price (if not for sale, mark **SOLD**) of work: (Each piece of work **MUST HAVE** this information **PLUS** the **Artist's Name, contact information** all printed on a display card to be attached on the left bottom frame (in viewing on the right side).

I agree to leave my work at The Clayton Community Library for the specified _____ months where it is to remain from: _____ to: _____. I understand the eligibility for future placement will be hindered if any attempt is made to remove artwork prematurely. *I also agree to pick-up my artwork on the designated day/time or I will be subject to a storage fee of \$2 per. day, per. item.*

The Clayton Community Library or its designees reserves the right to select, arrange, or replace any submitted art at their discretion.

WAIVER AND INDEMNITY CLAUSE

The Clayton Community Library

Artist hereby confirms that he/she has insured any and all artwork displayed and further confirms that he/she waives any claim against **The Clayton Community Library** and its designees for any loss or damage to said artwork, whether caused by their negligence or their employees or agents. Artist agrees to indemnify and hold harmless **The Clayton Community Library** and its designees or employees or agents from all losses or damages including attorneys' fees and costs of litigation, related in any way to any such loss or damage of displayed artwork. This waiver and indemnity is applicable to **The Clayton Community Library** and its designees or employees or agents.

Artist's
signature: _____ Date: _____

(If artist is a minor under 18, the parent/guardian signature below is also required)

Parent/Guardian
signature: _____ Date: _____

GENERAL EXHIBIT GUIDELINES

For...CAG Exhibit Coordinators:

Alice Martinez, aliceiam@aol.com & Julie VanWyk, JWVCRR@comcast.net

- 1. EXHIBIT AGREEMENTS: (Mandatory)** Place the Exhibit Agreements and pens in a visible, central location with the exhibit dates written in. Artists can fill these forms out ahead of time by downloading it from www.creeksideartists.org...the key is to make sure they have the correct CONTACT info. and DATES of exhibit and that EACH ITEM to be hung is listed with: Description, media, size, \$ price. It is very important to have the form completed filled out due to liability issues.
- 2. TAKE DOWN ARTWORK:** Artists are responsible for taking down their own artwork (some might require assistance). Take down all of the artwork that is meant to come down first and put it together in a visible location to one side. This will prevent work from being left accidentally at the site. When possible, artists who are taking their work down can come in earlier during the first 1/2 hour and then those hanging come in after that. **THERE IS A STORAGE FEE of \$2 per. day/item, if artists don't pick up.**
- 3. CHECK THE ARTWORK FOR SECURE HANGING:** Check the artwork to insure it has the proper and secure loop screws (esp.heavier work) on each side of the frame for secure hanging. If not, the artist needs to correct it accordingly prior to hanging. For proper weight distribution, heavier or wider pieces will require TWO hanging clips to place onto the hanging board.
- 4. LABEL THE ARTWORK:** The corresponding hanging card in a plastic hanger should be attached to the piece with light scotch tape taped to the reverse of the right side of the frame. Remind the artist that \$1 donation for the cards are to go to Lucille Mercado, CAG Graphic Artist: lucille@astound.net
- 5. HANGING PLACEMENT:** First of all size should be a priority. Secondly, try to achieve some uniformity with enough variety so the pieces compliment each other. A good way to achieve some flow is to group similar subjects, frames and/or matting due to color, size or type. Pre-grouping pieces on the floor prior to hanging helps so you can see how they look in the same area space.
- 6. STRINGING THE ARTWORK:** Make sure CAG's supply box is complete. Here's a website you can refer to: www.lowes.com/lowes/lkn?action=howTo&p=HomeDecor
- 7. HANGING THE ARTWORK:** The standard to hang is at eye level. It helps to measure the frame to see how high/low you'll need it to be from the hanging board and empty spacing on the sides. Try to make the top of the frames the same height from the hanging boards with artwork grouped in the same area space. Here's a website you can refer to: www.homedecorators.com/Decorating_Ideas/How-To_G
- 8. PUBLICITY FOR THE HANGING: (Optional)** Hang signage with the CAG logo at the hanging site and/or via local newspaper. Check with the business to see where signage can be placed and the approved application (non sticky-tape?). Contact local papers or newsletters to publicize show. Themes, known artists, % donations are always attractive for papers to highlight in their articles. Also, notecards, flyers about the show can be created and passed around or sent out.
- 9. FINAL SWEEP:** Make sure there nothing is left behind, pick-up scraps of hanging wire, artwork left around, and anything moved is replaced. Collect and contact artists ASAP if they've left anything behind so they don't have to bother the business site. Practice the ART FAIRY clause...leave a hanging site exactly as it was prior to our arrival but even better with nice artwork on the walls! If we keep this in mind during each hanging opportunity, we'll have a more professional appearance and businesses will be more inclined to ask us back and possibly even refer us to other businesses as we build a good reputation.