

Application for Willington Public Library Hang It GALLERY SHOW

Willington Public Library, 7 Ruby Rd. Willington, CT 06279 Att: Debra Linares

Email: dlinares@willingtonpubliclibrary.org 860- 429-3854 /Nancy Bunnell ncbunnell@gmail.com

Individual or group show? _____ Month requested _____

NAME'S _____

Individual or Group Representee: _____

ADDRESS: _____

EMAIL _____ PHONE _____

WEBSITE _____

CATEGORY _____ PAINT, PHOTO, GRAPHICS ARTS, OTHER

MEDIA _____ OIL, WATERCOLOR, PASTEL, OTHER

Please check the appropriate box indicating whether you are requesting an Individual or Small Group exhibition. ☐ Individual ☐ Small group.

For an individual or small group of artists please email 4 photos of your art.

For a large group show: please send a representative sample of groups' work for library publicity

All applicants are to send requested photos via email to Debra Linares and Nancy Bunnell.

BRIEFLY DESCRIBE ARTWORK: _____

Theme/Title of your Exhibit: _____

Dimensions of smallest size _____ Dimensions of largest size _____ Number of paintings/drawings/photos to be on exhibit _____

Gallery/Sitting/Opening Information

- The gallery can hold up to 58 smaller pieces and comfortably 30 pieces depending upon size.
- We have a Walker hanging system and security locks. Ask for help from a friend when setting up your show. The space is 37x40 feet with a room capacity of 120 people.
- The artist is responsible for installation of the show, an opening reception or event, and gallery sitting times to promote work, demo, chat with visitors. Your artwork will be displayed for up to 30 days.
- An opening reception or event needs to be held for your show for publicity. Artists need to clear all dates (installation, removal of artwork, event/opening dates, and dates to be available in the gallery for sales or demonstrations) with Deb Linares, librarian.
- The room rental, a 3-hour opening fee, and a refundable security fee of \$50 will be collected with your application.

If your work is for sale:

- Groups must tag painting back and front.
- A tag with your title, your name, phone/email, and price need to be hung on the front lower right frame of your painting for customers. (no tape on wall).
- Frame and hang your biography or a description of your group and title of the exhibit.
- Create list of paintings and prices, which will be kept at the library desk. Bring business cards to leave at the desk.
- All sales must be conducted between you and your customer. **When artwork is sold, the artist will donate 20% to the Willington Public Library. All sales are held at library and 20% donation is given to Deb Linares, librarian, at the front desk at the date of sale.**

Security and Liability Waiver Every effort is made to keep work secure. Cameras are in place, and each painting has a sliding security lock. Please sign this waiver indicating that you acknowledge that the Willington Public Library and show committee are held harmless for theft, damage, or uncollected work after the close of the show.

Artist Signature: _____ Date: _____

- **Unfortunately, new budgetary constraints this year make it necessary to charge a nominal fee to cover the 3-hour room reduced fee rental for the art opening and utilities (track lighting, etc.) You have the use of the walls 30 days for free.**
- There continues to be a \$50 refundable damage/clean up fee returned at the end of the show.
- A donation of 20% for sale of each work payable at the library desk at the day of sale. As a bonus, the librarian, Deb Linares, will be promoting your show on social media to encourage traffic and increase your sales; however, it is up to you to promote your show.
- You may replace sold paintings with new work but leave the new information with Deb Linares at the library desk. **Your room rental fee and \$50 refundable damage fee are due to secure space along with your Willington Public Library Use Agreement form¹ with the application.**

Room rental for opening:

-Individual Artist - \$85. Cost to use the room for opening, set up and down, and gallery sitting. You have the entire gallery to yourself. Add another artist to reduce your rate. Room rental fee must be paid in cash or two checks (one for \$85 and the second for \$50 for refundable fee). If paying by mail, then two checks must be sent – no cash. Make checks payable to “Willington Public Library.”

-Group of 2-6 artists - \$100. (Total 2 artists = \$50 each) (6 ≈ \$17 each)

-Group of 7-19 artists - \$150. (Total 7 artists = \$21 each) (19 ≈ \$8 each)

-Group of 20-40 artists - \$200. (Total 20 = \$10 each) (40 = \$5 each)

You will need a room rental agreement from the library for the opening. Kitchen and AV equipment are optional add-ons (see Library Use Agreement form for details).

- **Apply for the show ahead of time.**
- **If you are accepted, return completed application** to Debra Linares in person or by the fillable form on email. Check dates with Debra Linares before your show. She will make sure no other activities are occurring in the gallery during your set up and take down, opening and optional gallery sitting. Gallery sitting is spending 1-2 hours to promote your show, through conversation, sales, or demos. Feel free to view the space ahead of time.

DATES to share with Deb Linares:

Set up date: _____ **Take down date:** _____

Opening/event date _____ Hours _____ (end time must be a half hour before library closing time for clean-up) Check with Deb on new library hours.

Gallery Sitings _____ (Fridays/Saturdays are best (to sell work or demo)

¹ When completing the Library Use Agreement, there are no additional costs for the art exhibition as long as it occurs during library hours and you do not request kitchen use or audio-visual equipment.