



Exhibitor's name _____

Date of exhibit _____

NORWICH PUBLIC LIBRARY Community Room Exhibitor Agreement

Norwich Public Library (NPL, the Library) is pleased to welcome you as an exhibitor. The Library hosts art exhibits to provide the public with opportunities to experience the creative arts of the community and to provide a showcase for local artists to display their work.

Please read this agreement carefully and return one signed copy to the Library. The exhibit will be officially scheduled after the Library has received a signed copy of the contract.

1. Artists or collectors interested in exhibiting their artwork or collections may be asked to provide photographs, examples of artwork, or a web site of representative work before an exhibit is scheduled.
2. NPL recognizes that the Library is used by people of all ages. Subject matter should be appropriate for a town library. Artists are asked to be sensitive to the general audience that NPL serves. The Library reserves the right to decline any exhibit.
3. Exhibits are scheduled for two (2) consecutive months. It is the responsibility of the artist to set up and remove the exhibit on the dates agreed upon:
 - **Work will be exhibited from _____ through _____.**
 - **Exhibit installation on _____ [date] at _____ [time].**
 - **Opening reception (if applicable) on _____ [date] at _____ [time].**
 - **Exhibit removal on _____ [date] at _____ [time].**
4. Display reservations are not transferable to another person.
5. A signed agreement between exhibitor and coordinator is to be completed no less than 2 months prior to exhibit, which includes the opening, reception, and closing dates. Tentative installation and removal dates should also be agreed on, with the understanding that these may have to change according to schedules.

Installation, labels and protection of the painted walls

1. The artist is responsible for ensuring that items to be displayed on the walls are prepared for hanging using the Walker Display Picture Hanging System. This includes rods and ¼ inch deep long holders. For a closer look, use this diagram: www.walkerdisplay.com/view-system-components.html. According to the diagram, we specifically use **(F)** Rod (www.walkerdisplay.com/rod-cable.html) and **(K)** Long Holder - 1/4 inch (www.walkerdisplay.com/long-holders.html).
2. Usage of nails, hooks, and tape, etc is prohibited.
3. All labeling, price lists, biographical information, etc. of the artwork and the artist is done by the artist.
4. The labeling of artwork may only be done on labels that will not damage the walls. Only Avery Clear Easy Peel Shipping Labels (Avery template 5164) may be used. They may be purchased for laser or ink jet printers in sizes 2"x 4" or 3 1/3" x 4," and are available at Staples and other office supply stores.

Sale of artwork

1. The Library is not in any way involved in the sale of any exhibit item which includes accepting payment. All negotiations are strictly between you and the purchaser. All items sold during a display period shall remain on exhibit until all items are scheduled to be removed.
2. A price list may be displayed on the table at the entrance to the Community Room.

Publicity

1. In order for NPL to provide publicity, please submit these items at least two months prior to the exhibit:
 - Brief biography
 - Title of exhibit
 - Media used
 - Brief description of exhibit and/or artist's statement
 - Digital photo (at least 200dpi resolution) to represent the exhibit—please note the artist's name, caption or title, and media used
2. NPL notifies the *Valley News* Art Notes and calendar listings for exhibits. Publicity is also placed on Norwich Public Library's website and social media accounts, the Norwich listserv, and the Upper Valley listserv.
3. You are encouraged to send out personal invitations and to arrange additional publicity. Posters advertising the event will be displayed on local town boards, on Norwich Public Library's event board and around the Library.

Reception

1. Refreshments may be served at the opening reception. Refreshments are provided, served, and cleaned up by the exhibitor. Food, beverages and paper goods are also the exhibitor's responsibility.
2. Use of the kitchen facility is permitted; however, cooking is prohibited.
3. Smoking and candles are prohibited on library property. Alcohol may be served only at an opening reception.
4. The room may not lawfully be occupied by more than 50 persons.
5. The room should be restored to the same condition as it was when you took occupancy. Please see the layout of the room at the end of this form for the position of the table and chairs.

Usage of the Community Room

1. The Community Room is open to the public during Library hours. Persons wishing to view the exhibit should check with the Library for availability of the room as other community and Library groups also use it. Exhibits in the meeting room are available to the general public only when no other meetings are in session. No meetings shall be interrupted to set up, remove, or view an exhibit.
2. The track lighting will be kept off during the Library hours and may be turned on by the viewer for the viewing time. The track light switches are marked with a "T" above the switches.

Legal Information

1. The Library will make every effort to protect materials displayed but the artist should recognize that the Library is a public building used by a large number of people.
2. The Library carries limited liability insurance, but if artists feel that they need more coverage they must make their own arrangements for additional insurance.
3. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft, of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Keys to the Library

1. A key to the Library can be obtained only during regular Library hours at the circulation desk, unless otherwise planned in advance. Library staff members are unavailable outside of regular Library hours.
2. Regular Library hours are:
 - Monday: 1 pm-8 pm
 - Tuesday: 10 am-5:30 pm
 - Wednesday: 10 am-5:30 pm
 - Thursday: 10 am-8 pm
 - Friday: 10 am-5:30 pm
 - Saturday: 10 am-3 pm
 - Sunday: 12 pm-4 pm (September-May)

NPL reserves the right to amend these regulations at any time. The Library Director may deny or cancel any application for reservation of art display space and may waive any policy.

Thank you for contributing your time and talent to a project that gives pleasure to the community! NPL welcomes your suggestions for improving the art exhibits in the Community Room.

Exhibitor's Name

Address _____

Telephone _____ Cell _____ Work _____

Email _____

Please return one signed copy to:

Roger Arnold, Community Engagement Librarian

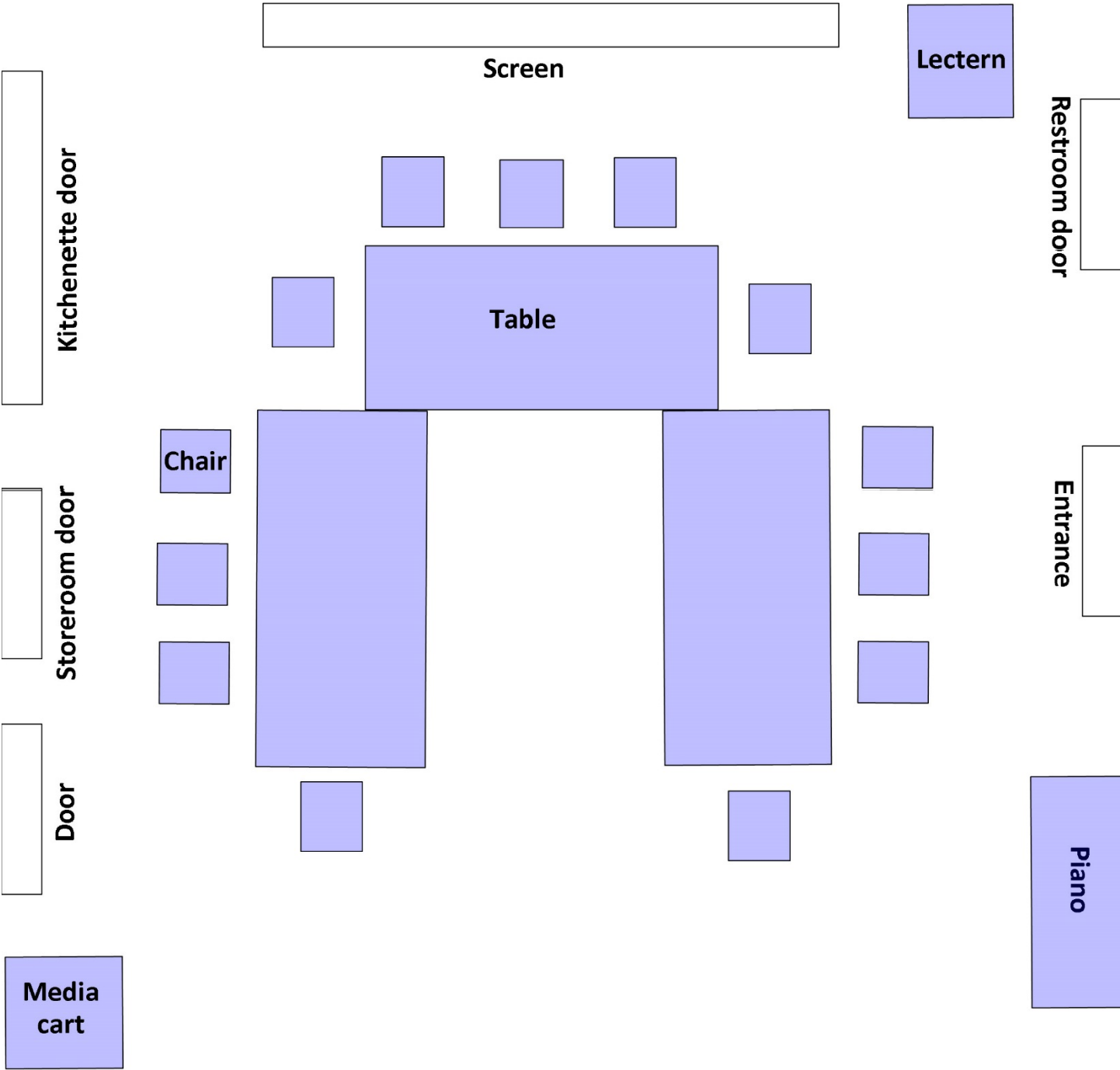
Norwich Public Library

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NORWICH PUBLIC LIBRARY COMMUNITY ROOM

Children's Room
hallway door