



## Artwork Exhibit Application

Artist/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email/Website Address: \_\_\_\_\_

Exhibit Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach: Photographs of artwork to be displayed  
List of artwork to be displayed and sizes

Dates Requested: \_\_\_\_\_ to \_\_\_\_\_

I have read and understood the Artwork Exhibit Policy and the Artwork Exhibit Information Page and I agree to adhere to same.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward this Application Form to:**

Fort Erie Public Library  
136, Gilmore Road  
Fort Erie ON L2A 2M1  
Attention: Administration



## Artwork Exhibit Information

One of the services of the Fort Erie Public Library (the Library) is to promote the visual arts. Exhibition space is available for local art displays. Non-local art of significant interest (as determined by the Library) may also be shown. The Library exhibits the artwork of amateur and professional artists, with special consideration given to local artists.

### Venue

1. Artwork will be exhibited in the Board Room at the Library's Centennial Branch during the Library's hours of operation.
2. The Library will not provide security for the exhibition. The Board Room where artwork is displayed is used for other programs, meetings and events.
3. Length of display: One month with the possibility of an extension.
4. Cost: Currently there is no cost to exhibit your artwork.
5. Space: 60 linear feet of hanging space on three walls.
6. A group or individual is limited to one exhibition per year, unless otherwise approved by the Library.

### Preparing for Your Show

1. Artists are required to use the Library's in-house hanging system. All artwork must be prepared to hang with wires attached to the back of the work. **Nails cannot be used.**
2. Out of respect for all artists who participate in our exhibit opportunities, hanging and takedown times and dates are carefully scheduled; artists are required to adhere to the schedule as there is no suitable storage space in the building.
3. One month prior to your show, the Library Marketing Assistant will require a .jpeg of the artwork you wish to display for the purposes of posting information on the Library's webpage, social media platforms and our internal publication "What's On."
4. Artist(s) applying for a December exhibition should take into consideration that the exhibition **may** run for two months from the beginning of December; takedown date is the last business day in January.



## Artwork Exhibit Agreement

This Artwork Exhibit Agreement is entered in to by the:

Artist (Print Name) \_\_\_\_\_ and  
the Fort Erie Public Library (the Library).

The Artist(s) hereby agrees to the following terms:

1. Exhibitions will be on display for a stated period of time as specified in the Artwork Exhibit Policy and this agreement, and at the discretion of the Library.
2. The Library will not transact any sales of work during an exhibition. The Artist is responsible for dealing directly with the buyer and submission of any federal or provincial taxes issuing from the sale of their work.
3. Artwork will not be covered under the Library's insurance policy for damage or theft while it is on display. The condition of the artwork will be verified immediately following the hanging process and immediately preceding the takedown by the Library and the Artist(s).
4. While the Library does not censor content, any artwork that is deemed, in the discretion of the Library, to be in violation of copyright law or the Library's requirement that the artwork exhibit is appropriate for both a public and family orientated space will not be permitted to be shown at the Library. The Library will be cognizant of current community standards when considering submissions.
5. Artwork that has been accepted for exhibition must stay in the Library for the entire duration of the exhibit.
6. If there is any disagreement over any aspect of the presentation the Library reserves the right to make the final decision.
7. Artists must use the Library's hanging system to display their work. **Nails cannot be used under any circumstances.** Artwork must be prepared and ready to hang upon arrival, as there is no storage space available at the Library.
8. Artist(s) are responsible for hanging their work, with the assistance of the Library, during agreed scheduled times.