

**ART EXHIBIT GUIDELINES 2023**

The policy of the Harrison Public Library is to exhibit work by local artists, professional or amateur, which meets objective standards of excellence and artistic quality.

The purpose of the program is to make available to the community artistic experiences which will enhance its appreciation and understanding of various art forms and to give recognition to local artists whose talent and work are of such quality as to warrant the respect of their fellow artists and the general public.

All shows must meet these standards. Generally, acceptance for exhibit is considered the hallmark of excellence and prizes or awards are not given. Since the show is juried, the panel of jurors will also be local artists in the field whose reputation as leaders in their own field is generally acknowledged. Specific guidelines and rules for various kinds of shows follow. The Library reserves the right in all cases to veto any detail of or arrangement for any exhibit, which does not conform, to its policy.

**INSURANCE**

The Library does not carry insurance on artwork loaned to the Library for exhibit. The exhibitor must arrange insurance, and if obtained, the Town-Village of Harrison and Harrison Public Library must be named as additional insured on the policy. An exhibitor must sign an Agreement to exempt the Town-Village of Harrison and Harrison Public Library from all liability with respect to items on exhibit.

**PRICE LISTS**

An exhibitor must provide a one-page typewritten price list of the work to be shown. This price list should include the name and contact information of the artist with a statement indicating that for those interested in purchasing any of the art, they must contact the artist directly. Twenty-five copies of this list will be supplied free.

**SALES AND FEES**

Works may be sold from the Library. No commission is asked. Fees to exhibit are charged as follows and are payable three months prior to the exhibition date: One exhibitor, \$75; two exhibitors, \$40 each; group exhibitions \$25 each exhibitor.

**OPENING RECEPTION (subject to change)**

An Opening Reception will be scheduled for you. However, attendance will be limited and no food or drink is allowed. Mondays from 7:00 p.m. to 8:30 p.m. or Saturdays from 2:00 p.m. to 4:00 p.m. are recommended.

**GUEST BOOK**

Supplied by exhibitor for personal record.

**DISPLAY CARD, PRINTED ANNOUNCEMENTS, BUSINESS CARDS**

An 8"x10" display card stating the artist's name, theme of exhibit, date of reception and duration of the exhibit is to be provided by the exhibitor. This card will be placed on the table in the Community Room. If provided by the artist, a supply of the artist's printed announcements (postcards) and business cards will be placed on this table along with the price lists mentioned above.

## **PRINTED BROCHURES**

The exhibitor is responsible for providing and mailing any printed announcements, and, if these are used, we request that some be provided to the Library for in-house distribution.

## **CURRENT HOURS (Subject to change)**

Monday	9:30 a.m. to 9:00 p.m.
Tuesday	9:30 a.m. to 5:30 p.m.
Wednesday	9:30 a.m. to 9:00 p.m.
Thursday, Friday	9:30 a.m. to 5:30 p.m.
Saturday	9:30 a.m. to 5:30 p.m. September thru June
Saturday	9:30 a.m. to 12:30 p.m. July and August
Sunday	1:00 p.m. to 5:00 p.m. September thru June

## **ENTRY PROCEDURES**

See the Harrison Public Library website [www.harrisonpl.org/art](http://www.harrisonpl.org/art) for information on the entry procedures. Artists from Westchester County and neighboring areas are encouraged to submit samples.

## **SPACE AVAILABLE**

Artists are welcome to visit the Library's Eric R. Smith Community Room where the exhibitions are held. The Community Room is used for Library programs as well as art exhibits and is furnished as is.

## **EXHIBITION DURATION**

Exhibits are scheduled for a period of one month, usually from the first Saturday afternoon in a month, to the first Saturday morning of the following month, subject to holidays and special closings. Artwork may not be hung before 1:00 p.m. on the first day of an exhibition and must be removed by 12:00 p.m. on the last day of exhibition.

## **SETTING UP**

Artists must arrange time for hanging and are responsible for proper and safe framing and hanging of work. Chains and S-hooks are provided by the Library to hang from picture moldings. **NO TACKS, NAILS OR TAPES ARE PERMITTED ON LIBRARY WALLS.**

The Library does not provide porter service, storage space, or special furnishings such as easels. Furnishings and decor in the Library proper are not available for use in the Community Room.

## **PUBLICITY**

The Library will write and submit publicity to the Library's usual publicity outlets and to any others specifically requested by the artist. The exhibitor must provide a resume giving personal background, description of work and information on past exhibitions. If supplied by the exhibitor, a sample of the artwork will be submitted with publicity. This material must be received by the Library (Kenji Kaneshiro) one month in advance of the exhibit.

**PLEASE REVIEW THE ATTACHED AGREEMENT FORM. IF YOUR WORK IS SELECTED FOR EXHIBITION, YOU WILL BE ASKED TO COMPLETE THE AGREEMENT, WHICH MUST BE SENT TO THE HARRISON PUBLIC LIBRARY (ATTENTION: KENJI KANESHIRO) ALONG WITH THE REQUIRED FEE.**

HARRISON PUBLIC LIBRARY  
2 BRUCE AVENUE  
HARRISON, NY 10528  
914/835-0324

**ART EXHIBIT AGREEMENT**

I acknowledge receipt of a copy of the current Art Exhibit Guidelines for the Eric R. Smith Community Room of the Harrison Public Library, and in connection with the following exhibit, I agree to abide and be bound by all of the provisions thereof:

DESCRIPTION OF EXHIBIT:

---

---

---

DATE OF EXHIBIT:      Beginning \_\_\_\_\_ through \_\_\_\_\_

OPENING RECEPTION:      \_\_\_\_\_

As owner of the items to be exhibited at the Harrison Public Library during the dates above, I agree to hold harmless the Town-Village of Harrison, the Harrison Public Library, its trustees, employees and agents from all claims, demands, and actions, and from all costs and expenses incurred in litigation or in the handling and consideration of claims, demands or actions, in regard to damage, loss, or injury of any kind whatsoever to the items in the above-named exhibit while they are on display, or while they are on route to or from, or in and upon the premises of the Library. I further agree to name the Town-Village of Harrison and Harrison Public Library as additional insured in any policy or policies of insurance obtained or maintained to cover losses to or in connection with the above-named exhibit.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of owner or legal representative

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_