

## Art Exhibit Guidelines

### Exhibition duration:

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

### Space available:

- Exhibitions are held in the Eric R Smith Gallery & Community Room. The space is also used for Library programming and is furnished as is.

### Setting up:

- We recommend artists make a pre visit to plan the layout of the exhibition.
- Installation & hanging of the work is scheduled through with Kenji Kaneshiro and can only happen during Library business hours.
- Artists may bring their own assistants to help in the installation but are responsible for proper and safe framing and hanging of work.
- Chains, S-hooks, tools, and ladder are provided by the library to hang art from picture rail moldings. Railing weight capacity is 75 lbs maximum.
- NO TACKS, NAILS, TAPE, OR COMMAND STRIPS ARE PERMITTED ON THE LIBRARY WALLS.
- The Library does not provide porter service, storage space, or allow special furnishings such as easels to display artwork inside the gallery. Furnishings and decor in the library proper are not available for use in the gallery.

### 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.

### Opening Reception:

- An Opening Reception of 2 hours can be scheduled with Kenji Kaneshiro. Times subject to library programming. Food and drink may be served but alcohol requires approval from the Library Board of Trustees. The Artists may also schedule up to two additional viewing periods of 1 hour each, schedule permitting.

### 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.

**Price List:**

- 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 of charge.

**Guest book:**

- Supplied by the exhibitor for personal record.

**Display card, printed announcements, brochures, business cards:**

- An 8" x 10" display card stating the artist's name, Title of show, date of reception and duration of the exhibit is to be provided to the library 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.
- 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.

**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 Library will select an artwork from the submitted images unless a specific image is requested.

**Library Business Hours:** (Subject to change)

Monday	9:30 am to 9:00 pm
Tuesday	9:30 am to 5:00 pm
Wednesday	9:30 am to 9:00 pm
Thursday	9:30 am to 5:30 pm
Friday	9:30 am to 5:30 pm
Saturday	9:30 am to 5:30 pm - September thru June
Saturday	9:30 am to 12:30 pm - July & August
Sunday	1:00 pm to 5:00 pm - September thru June

**Questions:**

1. Contact Kenji Kaneshiro, Harrison Public Library...
  - Phone: 914-835-0324
  - Email: [kkaneshiro@wlsmail.org](mailto:kkaneshiro@wlsmail.org)
2. Contact Connie Perrotta, Harrison Council for the Arts
  - Phone: 914-315-1922
  - Email: [cpcpone@yahoo.com](mailto:cpcpone@yahoo.com)

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:**

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**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:** \_\_\_\_\_

\_\_\_\_\_  
Name (Printed)

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

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

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

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