



## Hingham Public Library

66 Leavitt Street, Hingham, MA 02043

(781) 741-1405 | fax (781) 749-0956

www.hinghamlibrary.org

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### ART GALLERY APPLICATION & TERMS OF EXHIBITING

Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Email: \_\_\_\_\_

Medium: \_\_\_\_\_

Circle One: **Clemens Gallery** or **Dolphin Gallery**

#### HOW TO APPLY:

Please submit the following either as email attachments to [Lharper@ocln.org](mailto:Lharper@ocln.org), or by mailing directly to the Library at the address listed above to the attention of Library Director Linda Harper:

1. Art Gallery Exhibit Application & Terms of Exhibiting Form
2. Art Gallery Liability Release Form
3. Brief biography
4. Brief description of the work to be exhibited
5. Title of exhibit
6. Three to five hi-resolution images (at least 1 MB or more) in jpeg format that you plan to use in the exhibit, and that we can use for promotional purposes for the exhibit. These may be emailed directly, or if you prefer, you can supply either a website address to where your artwork is hosted or enclose a flash drive with the saved images. Images from the website must be available for download (not copy protected).



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The Hingham Public Library is pleased to invite applications for exhibitions in the Clemens and Dolphin Galleries located in the Library's main lobby. Applications may be submitted at any time.

The **Clemens Gallery** is the Library's showcase for smaller shows. It is also the place for community artists, particularly those without the reputations or resources that would enable them to exhibit at art museums or commercial galleries, to show their work.

The **Dolphin Gallery** is the Library's venue for larger shows and established artists. Collectively, the exhibits aim to reflect a variety of media, styles, cultural viewpoints, and levels of artistic experience. At this time, the Library doesn't have secure exhibit cases necessary for smaller three-dimensional art work.

Exhibitors are not charged for use of the facilities. However, the Library does receive a 25% sales commission from any items sold during a show.

### **Exhibit Selection**

The Gallery applications are reviewed by the Library Director and/or designated staff. Responses to applications typically are made within 30 days. The Library also partners with the North River Arts Society in Marshfield to program approximately half of the Dolphin Gallery's exhibits. These shows are selected solely by the North River Arts Society. Exhibits generally run for 30-60 days. Exhibit duration is determined by the Hingham Public Library.

### **The Space**

The Clemens Gallery is located in the lobby to the right of the main entrance and its dimensions are 24' long with 7' ceiling; the Dolphin Gallery is located to the left of the main entrance and its dimensions are 48' with 7' 5" ceiling. Both galleries have a pre-installed hanging system and adjustable dedicated lighting. The artist is responsible for hanging the show on the Library's pre-installed hardware. Artists should familiarize themselves with the features and limitations of the gallery space before submitting an application. No nails, thumbtacks, adhesives, etc. may be used directly on the walls unless the Library Director has approved an exception.

### **Terms of Exhibiting**

The Hingham Public Library is not responsible for the safety and care of works displayed. Exhibitors may wish to explore insurance options through their agents. Exhibitors must provide the Library Director with a list of the title, size, media and the price of the work to be exhibited along with personal contact information at least one week prior to the show.



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A nominal commission of 25% is charged on the sale of works exhibited in the Library's galleries for Library sponsored shows. Buyers will complete a purchase form and pay the Hingham Public Library for the art work selected. The Library will identify the piece as sold and it remains in the exhibit until its conclusion. Within 10 days of the show's completion the Library's Business Office will issue the artist a check for the sold item(s) less the Library's 25% commission. Sales from exhibits organized and operated by the North River Arts Society are subject to the prevailing commission structure maintained by the organization.

Paintings, prints, drawings and photographs must be suitably framed and wired. Absolutely no nails, thumbtacks, adhesives, pushpins, etc. can be used on the walls. Labels may be adhered to the frame of the work, or applied to the walls only with a low-tack adhesive label or low-tack blue painter's masking tape.

Exhibitors will install and take down their own shows. Exhibits are changed on Fridays when the Library is closed. Opening receptions are optional and may take place during regular library hours. Receptions must end at least a half-hour before the Library's closing time on the day selected. The artist is responsible for creating and mailing reception invitations. The Library does not underwrite any of the artist's cost of exhibiting.

Your signature below indicates you have read and accept the above terms and provisions. When submitting this form electronically, typing your name serves as your signature.

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