



Falmouth Memorial Library
FALMOUTH ARTISTS SHOWCASE
December 6, 2024 through February 28, 2025
Application to Exhibit Art

- Falmouth Memorial Library is excited to exhibit Falmouth residents (part-time or full-time) in its 2024/2025 Falmouth Artists Showcase.
- Please submit an application to exhibit your recent artwork (completed within the past three years) by returning the application to the library or emailing it to art@falmouthmemoriallibrary.org
- Artwork may be finished in any media.
- Ages 18 and up are welcome to submit an application.
- **Deadline for submission of application is Friday, November 15, 2024.**
- Submissions are subject to review and acceptance by the art committee.
- Accepted artwork must be ready to hang with mounting wire.
- Delivery date of accepted artwork is Wednesday, December 4 (from 5-7pm) or Thursday, December 5 (from 10am-12pm).
- Clearly label accepted artwork with artist's name, title of submission, media and preferred method of contact.

Name: _____ **Phone:** _____

Address: _____

Email Address: _____

Website: _____

Phone Number: _____

Artwork information

Media: _____ **Size:** _____

Description of work: _____

Please attach a photo of your work or provide a link to a photo:

By signing below, I agree to abide by the terms of the Falmouth Memorial Library Exhibiting Artist Information Sheet (please see below).

Artist Signature: _____

Date Submitted: _____

FALMOUTH MEMORIAL LIBRARY
ACQUISITION AND DISPLAY OF ART POLICY
EXHIBITING ARTIST INFORMATION SHEET

- Selected artists are expected to work with the Art Committee contact person to hang and take down the show at mutually agreeable dates. All artwork is to be signed in and out with a member of the Art Committee. Library staff is not involved in the handling of the exhibits; artists must work with a member of the Art Committee when exhibits are being hung or removed.
- Artwork cannot be removed from the exhibit prior to the final date of the show.
- Permanent fixtures or adhesives of any sort cannot be used on the Library walls.
- No clip type frames with exposed glass edges can be utilized for exhibiting. No glass covered pieces can be exhibited over seating areas.
- All pieces must be brought to the Library ready to hang with mounting wire in place, and approved for hanging by an Art Committee representative. Frames and mountings should

be secure. (Note: Saw tooth hangers do not work with our hanging system)

- The Library will make every attempt to monitor and protect items on exhibit but it does not assume any responsibility for damage or loss sustained while items are displayed. Artists are encouraged to have insurance to cover damage or loss.
- Prepare an artist's statement that the Library can provide patrons interested in knowing more about you and your work. Include contact information if appropriate.
- Prepare an inventory of artwork included in the exhibit, including title, dimensions, and medium of each piece. If available for sale, number each piece and prepare a corresponding price list that will be kept at the Library. The Library does not handle sales of the artwork. All sales negotiations are made between the artist and the patron directly. Sold pieces must remain on exhibit through the entire run of the exhibit, unless other arrangements are made with the Art Committee. The library does not charge a commission on sales or exhibition fee. A voluntary donation to the Library is greatly appreciated.
- The Library will publicize the show to the best of its ability. Artist information must be submitted one month before the scheduled exhibit. A clear photograph or digital image is helpful for publicity.
- Receptions or gallery talks can be arranged but must be coordinated with the Art Committee contact person and the Library Director. Printed announcements should be made available for library use. Artists are responsible for all costs associated with a reception (including, but not limited to, mailings and food/beverages.) No alcohol is to be served in any rooms utilized for receptions.