


LEDYARD GALLERY



at THE HOWE

Howe Library Exhibitor's Contract – Ledyard Gallery

Howe Library is delighted to welcome you as an exhibitor. The Howe hosts art exhibits to provide the public with opportunities to experience the creative arts of the Library's community and to provide a showcase for community artists to display their art.

Please read this contract carefully and return one signed copy to the Library. The exhibit will be officially scheduled after the Development Coordinator has received a signed copy of the contract.

1. Art exhibits are hung for approximately one month in the Howe Library's Ledyard Gallery on the mezzanine level of the Library, unless otherwise agreed to by Howe Library.
2. Your work will be exhibited Ledyard Gallery from _____ through _____.
3. **You are responsible for hanging the exhibit on the Friday prior to the start of the show (_____).** We will provide a volunteer to help you at 12:00pm. Your hanging must be completed by 5:30pm because the Howe Library closes at 6:00pm. If a different time is needed, please make special arrangements with the Development Coordinator.
4. Your show will continue through the last Wednesday of the month. **You are responsible for taking down the exhibit on the Thursday following the closing date (_____).** We will provide a volunteer to help you at 10:00am. If a different time is needed, please make special arrangements with the Development Coordinator.
5. Your cards and a price list for the artwork may be placed in the Ledyard Gallery along with the guest book. No one connected with Howe Library shall accept payment for any item in an art exhibit. All negotiations are strictly between you and the purchaser. All items are expected to remain on display until the end of the show. **Howe Library requires a fee from the artist of 10% of all sales during the exhibit.**
6. Subject matter should be appropriate for a town library. Artists are asked to be sensitive to the general audience that Howe Library serves.
7. If you choose to have an opening reception, this will be your responsibility. If you wish to have Howe volunteers help you with food set up and clean up, please notify the Development Coordinator in advance. Receptions may only be held during library hours and must end one hour before closing. Receptions usually take place on the Saturday afternoon of the opening and are typically 1.5 – 2 hours long. A small kitchen on the mezzanine level is available for your use for the reception. **Alcoholic beverages may not be served or consumed on the premises of Howe Library.**

8. Howe Library notifies the *Valley News* Art Notes and calendar listings for exhibits. Information is also placed on Howe Library web site, is distributed via Howe's monthly e-newsletter, and posted on other area events calendars. For this purpose, **please provide a title, electronic image, a brief description of the show, and an artist's statement by the 10th of the preceding month.** You are encouraged to send out personal invitations and to arrange additional publicity. Your posters advertising the event will be displayed on Howe Library's bulletin boards.

9. Howe Library will do its best to protect your work. However, Howe Library cannot be responsible, financially or otherwise, in the event of damage or loss. The Library does not carry insurance covering exhibitions. You are advised to provide your own insurance for this purpose.

Thank you for contributing your time and talent to a project that gives pleasure to our community. Howe Library welcomes any suggestions you may have for improving the art exhibits in the Ledyard Gallery.

Exhibitor's Name _____

Address _____

Telephone _____

I agree to exhibit my work at Howe Library from _____

to _____ with an Opening Reception scheduled for

(date) _____ (time start/end) _____

I have read the Exhibitor's Contract and agree to the stipulations listed therein.

Signed _____ Date _____

Please return one signed copy to:

Michelle Schembri, Development Coordinator
The Howe Library Corporation
Howe Library
13 South Street
Hanover, NH 03755

Telephone: 603-643-3260
Email: howetogive@thehowe.org

Howe Library hours: Monday – Thursday: 10 am – 8 pm
 Friday: 10 am – 6 pm
 Saturday: 10 am – 5 pm
 Sunday: 1 pm – 5 pm

*Approved June 9, 2005 by The Howe Library Corporation board of trustees
Updated March 4, 2011 / July 22, 2014
This document is to be reviewed by the board and library director every five years.*