



978-369-4898

Artist Exhibition Guidelines

Contract: Located on the gleasonlibrary.org website
Click on events
Go to Art at the Gleason
Click on Artist Exhibition Guidelines and Reception Information
Click on Art @ the Gleason Policy and Contract

Dates of the show:

Installation date:

Removal of art at the end of the show:

Reception date:

Reception options:

1. No reception
2. Reception on a Saturday afternoon 2 -4 PM with light refreshments (nut-free and store bought) provided by the artist(s), no wine.
3. Reception after hours on a Friday evening 7-9pm - refreshments and wine
 - >A "ticketed" event, \$10.00/person paid at the door. Paying guests should RSVP on line at <http://www.gleasonlibrary.org/art.htm>
 - >Artists get 4 free "tickets" for family and friends. Those guests should be added to the guest list and they will be checked in at the door.
 - >A minimum of 50 people must sign up in order to go ahead with the reception.
 - >Up to two glasses of wine and /or an unlimited number of non-alcoholic drinks per person will be served.
 - > \$230.00 for the reception, payable to Gleason Public Library Endowment to cover the cost of the insurance and liquor license.
 - >Artists are expected to publicize the event.
 - >Artists may arrange to have live music during the event at their expense. Library director must approve all dates and times.
 - >The Gleason Library provides: wine, refreshments, staff to set up, take down and run the event.

Promotional materials:

1. Post Cards : (optional)
 - >Traditional postcard 4" x 6" designed and paid for by the artist
 - >Post card printers: Vista Print, Modern Postcard, Owl Stamp

Information on the card:

Images of artwork represented
Name of Show (optional)
Name(s) of artist(s)
Date and time of reception (if any)
Art at the Gleason sponsored by the Gleason Public Library Endowment
Address: 22 Bedford Road Rt 225 Carlisle, MA 01741
Phone: 978-369-4898
Library Hours:
Mon., Tues., Thurs.: 10 am – 9 pm
Wed: 1 pm – 9 pm
Fri: 10 am – 5 pm
Sat (Sept – June) 10 am – 5 pm
Sat (July, August) 10 am – 1 pm
Sun Closed
Website: gleasonlibrary.org

2. Gleason Public library website and e-newsletter (1000+ subscribers)
 - > Digital files (ie an arrangement of each artist's image) should be sent to Jennifer Pike at jpik@gleasonlibrary.org by a date agreed upon by library director. Usually at the end or beginning of the month.
 - > Images should be high resolution and/or above 200 DPI
3. The Mosquito – the Carlisle town paper - a reporter will interview the artist(s) for an article by phone, email or in person during the installation .
4. Signage in front of the library – can be used to advertise the reception.
5. Foyer box: The display box in the foyer can be used for a flyer, post card or poster to announce the show. This should be created by the artist(s). The dimensions of the box are 18" x 24" high.

Hanging Hardware: Provided by the library. Please be sure to check with curators as to method of hanging art. All frames should have strong and sturdy wire hangers.

Labels: Supplied by the curators. Artists can choose to have the price of their art either on the label or listed on a separate price list placed at the reception desk binder. Label information should be sent to: Sandy Eisenbies disk4fun@me.com

Label information:

Artist name
Title of the piece
Medium
Size (optional)
Price (optional)

Artist Bio/Artist statement: Contact info for the artist should accompany bio/statement and placed in the book at the reception desk. Business cards may also be on display.

Sales: Sales on library property may take place at any time between buyer and seller. The interested buyer must contact the seller; library staff will not be involved with the selling of any art. It is requested that 20% of all sales be given to the Gleason Library Endowment for support of the Gleason Art Program. We ask that sold pieces remain in the library for the duration of the show or be replaced by another piece of artwork.

Contact Curators: for any questions
Amy Livens amy@livens.org
Andrea Urban andreawu@comcast.net
Emily Stewart embstew@gmail.com
Sandy Eisenbies disk4fun@me.com

Thank you for exhibiting at the Gleason Public Library