



Artist Exhibition Guidelines

978-369-4898

Contract: Located on the gleasonlibrary.org website:

Click on events,
Go to Art at the Gleason,
Click on "Art at 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 after hours on a Sunday from 5-7pm - light refreshments, no wine
3. Reception after hours on a Friday 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 "tickets" for family and friends. Those guests should be called into the library and added to the free guest list and they will be checked in at the door.

Up to two glasses of wine per person will be served.

\$200.00 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.

Post Cards: (optional)

1. Traditional postcard mailing 4x6

Designed and paid for by the artists.

Postage paid for the Friends of the Gleason Public Library list (about 170) and mailed by curators.

Postcard printers: Vista Print, Modern Postcard, Owl Stamp

INFO ON THE CARD

Images of artwork represented

Name of Show (optional)

Name of Artists

Date and time of reception (if any)

Art at the Gleason sponsored by the Gleason Public Library Endowment

Address: 22 Bedford Road Route 225 Carlisle, MA 01741

Phone: 978-369-4898

Library Hours

Mon., Tues., Thurs.:

10 a.m. - 9 p.m.,

Wed.: 1 p.m. - 9 p.m.

Fri.: 10 a.m. - 5 p.m.

Sat. (Sept.-Jun.): 10 a.m. - 5 p.m.

Sat. (July-Aug.): 10 a.m. - 1 p.m.

Sun.: Closed

Website: www.gleasonlibrary.org

2. E-Postcard – sent out in the e-newsletter (600+ subscribers)

Digital files (ie. an arrangement of each artist's images) should be sent to Martha Feeney-Patten mpatten@mvlc.org by 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.

Promotional materials:

Gleason Public library website and e-newsletter (600+ subscribers)

Please get images for the website and newsletter to Martha Feeney-Patten
mpatten@mvlc.org

The Mosquito – the Carlisle town paper - a reporter will interview you for an article by phone, email or during the installation.

Signage in front of the library – can be used to advertise the reception.

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.

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.

Poster: or flyer or postcard should be placed in foyer display box to announce the show. This should be created by the artists.

Sales: may not take place on library property. The interested buyer will be given the artists contact info by the curators or the library staff for further inquiry. It is requested that 20% of all the 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

Jean Barry jean.j.barry@gmail.com

Thank you for exhibiting at the Gleason Public Library!

