APPLICATION FORM
FOR EXHIBIT SPACE
In the Marion Craine Gallery

PLEASE RETURN COMPLETED APPLICATION TO CIRCULATION DESK AT SNOW LIBRARY, ATTENTION: MARION CRAINE GALLERY COMMITTEE, ALONG WITH FOUR (4) SLIDES OR PHOTO PRINTS OF YOUR WORK.

PLEASE PRINT

Date:

Name of Exhibitor:

Street Address:

Mailing Address:

Telephone Number: ___________________________ Email Address:

Description of Work: ___________________________ No. of pieces: ___________________________

Are you currently represented by a Gallery? If yes, name and location: ___________________________

Months Available for Exhibit: ___________________________

All installations are to be assisted by a Gallery Coordinator.

EXHIBITORS ARE REQUIRED TO COMPLETE THE FOLLOWING:

I have read and understood the Guidelines for Exhibitors including the Snow Library Policies for Exhibits and Receptions in the Marion Craine Gallery and hereby and forever discharge and release the Snow Library and the Town of Orleans; its employees, officers, agents, Board of Trustees, successors and assigns, from all claims, demands, damages, actions and/or causes of action which I may now have or may hereafter have arising out of my artwork (property of any kind) being exhibited at the Snow Library.

Signature of Exhibitor: ___________________________ Date: ___________________________

FOR OFFICE USE ONLY: Date exhibit is to be installed: __________ Date exhibition is to be picked up: __________ 06/2018

67 Main Street • Orleans, MA 02653 • 508-240-3760 • Fax: 508-255-5701
POLICY FOR EXHIBITS
In the Marion Craine Gallery

GOALS of the EXHIBITS:
The primary purpose of the Marion Craine Gallery (MCG) is to enrich the library experience and to broaden horizons by presenting a wide range of art, collections and displays and to support community cultural and artistic activities.

EXHIBIT SELECTION:

1. The MCG will be available for one-month exhibitions by individuals or small groups. Applications are subject to review by the MCG Committee.

2. All artists will submit a completed, detailed application including representations of their work to the MCG Committee by appointment at a scheduled Marion Craine Gallery Committee meeting.

3. The following will be considered when approving applications:
   - Subject, technique and style must be suitable for all ages. Nudes or other pieces of art that may not be suitable for all ages should be submitted for review by the committee at the time of the application to exhibit. The committee has the right to decline to exhibit any piece that it deems in its sole discretion to not meet the suitability standard.
   - All work must be original;
   - Exhibits and displays must be educational, cultural or of a civic nature;
   - MCG Committee will not host juried shows.
   - All exhibits and receptions must be free of charge and open to the public during regular library hours.
   - There will be no charges assessed for artists who wish to exhibit in the MCG.
   - Preference will be given to artists living and/or working on Cape Cod and to programs sponsored by the library.
   - All exhibitors may only exhibit once every 3 years in the MCG

4. The MCG Exhibition Committee has the right to cancel any exhibit should unforeseen conditions or situations arise.

5. Exhibitors may not be represented by a gallery unless approved by the committee.

*The Snow Library Board of Trustees has the final authority for approving exhibits and reserves the right to prohibit any person or group from displaying artwork.*

Amended by the Snow Library Board of Trustees 07/2018

67 Main Street • Orleans, MA 02653 • 508-240-3760 • Fax: 508-255-5701
1. Before your Exhibition:

- Exhibitors are encouraged to visit the Marion Craine Gallery prior to installation to determine how their exhibit will be arranged. A schematic drawing is available for determining how to hang/arrange the exhibition.
- Exhibits must be of significant quantity to fill the space provided in the Marion Craine Gallery – approximately 30 pieces of various sizes. For this purpose, with the prior permission of the Committee, the space can be shared with another artist or group of artists.
- All dates (installation, reception, events and take down) must be cleared with the Library Director and must be placed on the Library's master calendar by the Director. Dates are not subject to change after they have been added to the calendar unless approved by the Director.
- All works on paper must be suitably framed for hanging and protection, with the exception of our student exhibits from the elementary, middle and high schools.
- Obtain a book for comments that will be placed on the table in the gallery when you hang the exhibit.
- Exhibitors who are represented by a gallery must be approved in advance by the committee.

2. Hanging Your Exhibition:

- Exhibitors are responsible for installing all objects displayed as defined in their application. There is no library assistance available for receiving or hanging artwork. All exhibits shall be hung with the supervision of a Marion Craine Gallery Committee member under the guidance of a Gallery Coordinator.
- The gallery is equipped with the Walker Hanging System and the only tool necessary is a pair of pliers. NO holes may be put in the walls, and artwork may not be attached to any surface in any other way.
- Art work listings: It is suggested that the artist prepare a paper list of the art in the exhibit and display it in a free-standing frame on the table in the gallery. The sheet should include the title of the art, the medium, the size (optional) and the price. This listing should also include the contact information of the artist. The artist may also provide additional copies of the listing to be placed on the table for viewers.
- Art work labels: The labeling of the art works during an exhibition may be done in any of three ways:
  (1) Numbers on gummed labels may be placed on the side of each frame and a numbered list may be printed, the list showing the title, media and price.
  (2) Labels (heavy paper or card stock) may be placed on the wall under or beside each art work, using tape provided by the Gallery Coordinator, or other stick-on medium known by the coordinator to be acceptable. The label may include the title of the artwork and the medium. If the exhibit is by more than one artist, then the label should also include the artist’s name. The price may not be included on the wall label, but may be included on a paper listing available to viewers on the table, which should also include contact information.
  (3) Labels printed on stick-on paper are acceptable only if the labels are of the easily removable type. The label may include the title of the artwork and the medium. If the exhibit is by more than one artist, then the label should also include the artist’s name. The price may not be included on the wall label, but may be included on a paper listing available to viewers on the table, which should also include contact information.

3. Reception:

- All arrangements for the reception are the responsibility of the exhibitor.
- The serving of refreshments must be in compliance with the restrictions of the Orleans Board of Health. Alcohol is prohibited as is home-made food items.

7/10/18
• The exhibitor must designate a person responsible for setting up the reception in the Marion Crane Room and returning it to its original arrangement and condition. Under no circumstances should any leftover food be left in the library.

• Foods that create maintenance problems cannot be served, including any dark liquids or other food items that could potentially leave a stain.

• There are no kitchen facilities available for the reception.

4. Taking Down Your Exhibition:

• At the close of your exhibition, all exhibitors are responsible for removing all objects displayed as defined in their application. There is no library assistance available for the removal of artwork. All exhibits shall be taken down with the supervision of a Marion Crane Gallery Committee member under the guidance of a Gallery Coordinator.

• The library will not provide storage space for the property of exhibitors. Exhibitors who fail to remove their property on the specified date may not be allowed use of the Marion Crane Gallery in the future.

5. Publicity:

• Exhibitors are solely responsible for publicizing their exhibition. The library may post announcements on its social media pages to publicize events.

6. Disclaimers:

• Exhibitors shall be responsible for all insurance on their work. The Library is not responsible for any damage to, or the theft of, any artwork exhibited. All items placed in the Library are done so at the owner’s risk.

• In keeping with Snow Library Meeting Room Policy item #4, “Commercial solicitations are not permitted”, the sale of art works inside the library is prohibited. In reference to art works exhibited in the Marion Crane Gallery in Snow Library, this means that artists may not transact sales of their work in the Library during an exhibition. If an artist is contacted by someone interested in purchasing an artwork on exhibition, the sale (the exchange of money) must be done outside the Library. In connection with sales during a show, red dots may not be placed on the painting(s) or the wall labels, but may be placed on the paper listing on the table.

• All exhibitors will be responsible for any and all damage to the Library caused by the installation and/or removal of their artwork. The Library reserves the right to request a fee from exhibitors for cleaning the gallery, if necessary.

• The Marion Crane Gallery is partially funded by donations from exhibitors. As the gallery space is free, monetary donations to the Snow Library from exhibitors are much appreciated. A donation should be made payable to “Snow Library” at the completion of the individual exhibit.

• Sixty days notice must be given to the Crane Gallery Coordinator if a cancellation of the show is necessary. If the show is cancelled without the required notice, the artist may not be able to show in the future.

• Any amendments to these guidelines will be the responsibility of the Marion Crane Gallery Committee and must be approved by the Library Director. All guidelines must comply with the policies established by the Snow Library Board of Trustees.

Amended by the Snow Library Board of Trustees, 07/2018

67 Main Street • Orleans, MA 02653 • 508-240-3760 • Fax: 508-255-5701

7/10/18
1. All dates (set-up, event and the take-down) must be cleared with the Library Director and must be placed on the Library’s master calendar by the Director.

2. The serving of refreshments must be in compliance with the restrictions of the Orleans Board of Health, and only with the approval of the Library Director.

3. Kitchen facilities are available on the Library lower level. The kitchen includes a sink, a microwave oven and a refrigerator. Foods that create maintenance problems cannot be served, including any DARK liquid. The kitchen and Marion Craine Room must be well cleaned after the event. Under no circumstances should any leftover food be stored in the Library.

5. All arrangements for the reception are the responsibility of the sponsoring organization or individual.

6. The sponsoring organization, individual artist or group must designate a person responsible for setting up the reception in the Marion Craine Room and returning it to its original arrangement and condition as well as cleaning and storing any borrowed supplies.

Amended by the Snow Library Board of Trustees 05/2015
Press Release Information for Exhibitions

Newspapers

Barnstable Patriot
396 Main Street
Hyannis, MA 02601
508-771-1427

Cape Cod Chronicle
60 Munson Meeting Way,
Chatham, MA 02633
508-945-2220

Cape Cod Times
319 Main Street
Hyannis, MA 02601
508-775-1200
Cape Week section

Community Notes
www.capecodonline.com/community

Cape Codder
5 Namskaket Road
Orleans, MA 02653
508-255-2121

Publications

Cape Cod Life
60 North Street
Hyannis, MA 02601
Cape Cod Life Arts Addition
508-775-9800; Fax 508-775-9801
www.capecodlife.com

Cape Cod Magazine
270 Communication Way
Barnstable, MA 02630
508-775-9800

Orleans Chamber of Commerce website
www.orleanscapecod.org
info@orleanscapecod.org

10/2015