



RYE FREE READING ROOM

AGREEMENT TO EXHIBIT IN THE LIBRARY

Artist:

Medium of Work:

Total Value of Items Exhibited: \$10,000.

The artist is required to furnish a list of the pieces in the show. Please attach the list to this form or submit it on the day of installation. Rye Free Reading Room's insurance covers exhibitions up to a maximum of \$10,000.

Schedule

The following dates are required for Rye Free Reading Room to schedule staff and space use.

Install:

Reception:

Removal:

- Please adhere to the scheduled times. The Meeting Room is frequently in use for programs.
- The Rye Free Reading Room takes no responsibility for any pieces left in the building after the close of business on the date you are scheduled to remove them.
- Any opening party or reception must end and the room must be cleaned up and empty by the time agreed to herein. Opening parties are optional.
- The library charges a \$100 fee for each exhibition.

Thank you for your cooperation.

For the Library

Date

Artist

Date



RYE FREE READING ROOM

PROCEDURES FOR EXHIBITIONS AT THE RYE FREE READING ROOM

Welcome to the Library. We appreciate your having an exhibit here as part of our local artist series. These shows are continuously popular with our visitors, and we'd like to thank you for helping make them possible. To help you arrange for your show we've written up the procedures you need to follow.

We hope these pages answer many of the questions you may have. Please call us at the number listed below if you need additional information. We'll be happy to try to help.

Sincerely,

Maria Lagonia
Managing Librarian
914-231-3166



RYE FREE READING ROOM

THE MEETING ROOM

The library's primary exhibition space is the Meeting Room on the Main Floor of the library. The room itself has windows on two walls, facing north and east. There is access to a service elevator on the south (parking lot) side of the building to help transport artworks into the building and a kitchen/pantry area if you are planning a reception.

SCHEDULING

Schedule the exhibit with the Managing Librarian. At this time the dates and times for installing and the reception, should you choose to have one, will be set. Most exhibits are shown for 4 weeks.

Once dates and times have been agreed upon, please adhere to them. If you arrive after your scheduled installation date, you will have to work around other activities scheduled in the Meeting Room. Similarly, if you do not remove your artwork on time, library staff will have to take your works down to make way for the next show. The library does not have space to store work and therefore cannot guarantee their safety. If staff must remove artwork, a \$100 fee will be charged.

Similarly, times of day are important. The library is not able to make the building available to you outside its regular hours of operation.

Library hours:

Monday	9:30 to 5:30
Tuesday	9:30 to 8:00
Wednesday	9:30 to 5:30
Thursday	9:30 to 8:00
Friday	9:30 to 5:30
Saturday	10 to 5
Sunday	Closed



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EXHIBITION FEE

The Library charges a fee of \$100 per exhibition. The fee is due at the installation date. It is payable by cash, check, or credit card. Please make checks payable to Rye Free Reading Room.

HANGING

You can bring your works up from the parking lot in the elevator. If you have packing containers, the library may be able to store them during the show. When you take down your exhibit, you need to remove your works.

The library will furnish ladders, and rods with hooks to suspend the pictures. You must strictly adhere to the rules about hanging:

- You must use the gallery rods and hooks furnished by the library.
- You may not use nails, hooks, or tape of any kind or adhere anything on any of the walls, woodwork or plaster surfaces.
- Library staff schedules do not permit assistance in hanging works or in any other part of the show. Please bring adequate help with you.

OPENING

You are welcome to have an opening or closing reception. The community room kitchen has limited refrigerator (no freezer) space should you wish to bring things a day or two in advance to chill. The kitchen also contains a sink and a microwave. You are responsible for cleaning up after your reception. If the space is not cleaned, a \$100 cleaning fee will be charged.

PUBLICITY

The library's publicist will send press releases announcing exhibitions to local newspapers and to the Rye Cable TV station. Your contact information will be provided to publicity outlets upon their request. A listing of the exhibit and opening reception will be included on the library's website and, time and space permitting, in the library's newsletter. In order for this to happen, you must provide title and description of your show, information about the opening reception, biographical data and digital photographs of 1 or 2 works included in the show to the library at the time the contract is returned.

INVITATIONS

If you want to send invitations to your exhibit, the responsibility for providing and sending invitations, including printing and postage costs, is yours. Please contact the post office for information on bulk mailing.

INSURANCE



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The library requires that a list of the pieces exhibited along with their value be submitted immediately after you hang your exhibit. You are responsible for insurance coverage for your art while it is in transit. Library insurance covers exhibitions up to a maximum value of \$10,000.

SALES

Please provide the Library with a list of artworks and their prices. The library staff will put prospective purchasers in direct contact with you. At the conclusion of your show, please remit a 20% commission to the library.

Approved by the Board of Trustees, December 15, 2014.