

Artist

Date

Dear —,

Thank you for your interest in exhibiting at the Lawrence Library Art Gallery. We are delighted to present your work to the community. The show will run from — .

You can hang your show on — . The library is open 10 am —. You are responsible for all setup. Pieces must be hung using the hanging system, or displayed on pedestals (provided) or the floor. **Nothing may be attached directly to the walls using nails, push pins, tape, staples, poster putty, labels, etc.**

The Friends of the Library will hold an opening reception on Saturday — , 11 am – 1 pm, with light refreshments provided. The local cable channel will have someone at the reception to take video of the show, and conduct a brief interview with you. Let me know if you do **not** want to be interviewed.

The show must be completely taken down on — . The library is open 10am –

Please **email** me a brief bio and/or artist's statement/show description and 1-2 digital images of **your work that will be in the show**, for publicity. We will publicize the exhibit in the library, in our newsletter, on our social media, and on lawn signs. If you would like invitations sent out that is your responsibility. We provide pages for guest comments, unless you prefer to bring your own book.

There is no fee. A donation to the Friends of the Library of 10% of any sales from the exhibit would be gratefully appreciated to help defray maintenance and reception costs. Sold pieces must remain on display until the end of the show. Please provide a price list and your contact information for sales, as library staff will not facilitate sales in any way.

Please note that the library cannot be held responsible for any damage or loss of items. They are exhibited at your own risk.

*Sign and return one copy of this letter.*

Sincerely,

Tina McEvoy  
Assistant Director  
Lawrence Library

**I have read the above and understand that I will be exhibiting my work at my own risk, that setup and breakdown are my responsibility, and that nothing may be attached directly to the walls.**

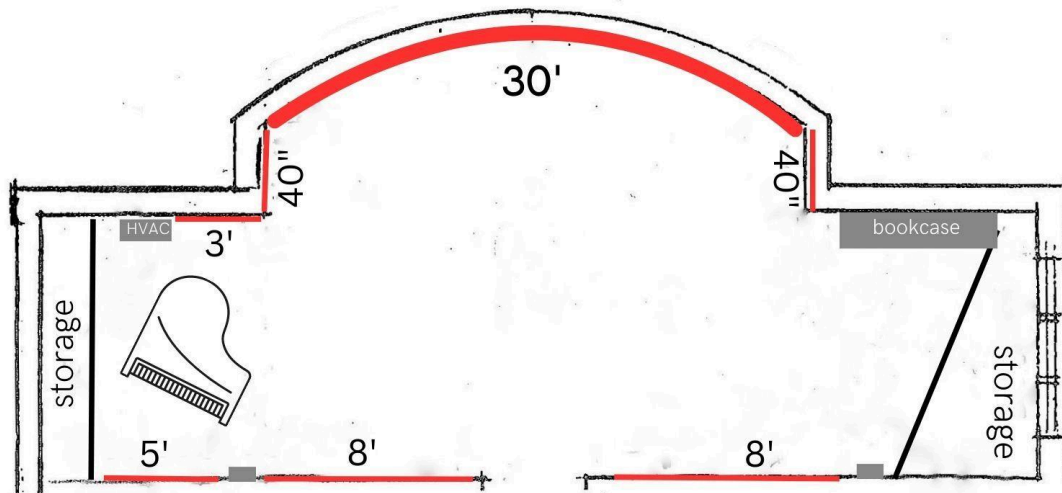
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Name

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Date

Red = hanging area, measurements are approximate.



## Lawrence Library Art Gallery

There is a hanging system installed in the red areas. We supply the wires and hooks. Please make sure that your pieces can be hung from a hook (multiple wires and hooks may be needed for large, heavy pieces). Feel free to come look at the space and the hanging system before your setup date.

**The center of the curved wall is marked** (where the 30' indicator is) in the room, to help you center a piece there. Please consider hanging something large(r) there, as it is what you will see as you approach the room.

**If possible, we ask that you provide one piece from the show to be displayed behind the front desk in the entrance area.**