

**Urbandale Public Library**



**EXHIBIT CONTRACT AND WAIVER**

Artist/Organization \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Exhibit Title \_\_\_\_\_

Exhibit Opening Date \_\_\_\_\_ Closing Date \_\_\_\_\_

The signature of the contact person on the lines below shall be understood as an agreement on the part of the artist/group/artist representative with all conditions in the Urbandale Public Library Art Gallery Exhibit and Display Policy.

**Contract**

I agree to the terms of the Urbandale Public Library Art Gallery Exhibit and Display Policy and agree to provide and hang artwork in the gallery for the duration of the Exhibit Dates listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Waiver**

I agree that the Urbandale Public Library and the Urbandale Public Library Art Gallery Committee is not responsible for damage or theft. I agree to establish the value of the artwork displayed in the gallery and to take out my own personal insurance if deemed necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please keep a copy of this document for your records and send or give the original to:

Library Director  
Urbandale Public Library  
3520 86<sup>th</sup> Street  
Urbandale, IA 50322

## **Urbandale Public Library Art Gallery Exhibit and Display Policy**

The Urbandale Public Library Art Gallery is a collaborative partnership among the Urbandale Public Library, the Urbandale Public Library Foundation, and the Urbandale Public Art Committee. The mission of this partnership is to encourage and facilitate public art of high aesthetic quality that celebrates the uniqueness of Urbandale, enhances the quality of life, makes art more accessible to the general public and provides diverse resources for life-long learning and enjoyment.

### **Proposals**

Artists and art organizations are encouraged to apply to exhibit in the Library Gallery. Owners of artwork with local community interest or historical significance are also encouraged to apply. Proposals will be considered by the Gallery Committee. All proposals must follow the procedures established by the Committee. Applications for exhibit are accepted throughout the year and are juried once a year in the fall.

### **Exhibition Selection**

The Library Art Gallery Committee is responsible for the selection of Gallery Exhibitions. The Gallery Committee endorses appropriate exhibits with the goal of creating a historical, cultural and educational environment within the Urbandale Library. Artists and art organizations, from amateur to professional, are invited to exhibit. The Gallery will focus primarily on two-dimensional works. Special consideration will be given to works of art produced by local artists.

In selecting exhibits, the Gallery Committee will take into consideration,

- Quality of artwork
- Overall community interest
- Historical prominence or significance of artist or arts organization
- Dates of previous Library Gallery exhibits by the same artist, lender or organization
- Dates of previous Library Gallery exhibitions of similar item or topics
- Special needs, costs, or requests associated with proposed exhibits

The Committee retains the right to determine the suitability of any proposed exhibition to be included in the Library's exhibition program. The Library reserves the right to reject any part of an exhibition or to change the manner of display.

### **Exhibition Presentation, Installation, and Dismantling**

Artists are encouraged to visit the Gallery prior to the installation of their display. Two-dimensional artwork must be wired for hanging. Saw tooth hangers do not work with our hanging system. Please frame artwork or finish the edges of canvas and ensure gallery quality of all displays. The artist/lender of three dimensional works of art must provide pedestals, display cases, or platforms as needed. The art gallery committee reserves the right to refuse artwork that isn't finished or displayed in a quality manner.

Typical exhibits will run four to six weeks. The Gallery Committee shall supervise the set-up and removal of all exhibits. All works of art must remain on display until the closing of the exhibition. Any costs associated with special installation or display needs must be pre-approved by the Gallery Committee and borne by the artist/lender.

Receptions for an exhibit are optional and should be cleared by the Gallery Committee. All receptions will be subject to Gallery Reception Policy and Urbandale Public Library Meeting Room Policy guidelines.

Artists are responsible for repairing damage to the Gallery during the installation, exhibition, and removal of the exhibits.

Artists/lenders must remove the artwork from the Library no later than two days after the end of the exhibit unless the artist/lender has made written arrangements with the Gallery Committee prior to the exhibit.

### **Sales**

All sales are the responsibility of the artist /lender. Artists/lenders should provide the Gallery Committee with a resume or artist's statement, which includes their contact information, no larger than 8 ½" by 11". The Gallery Committee will display this information along with a list of the artwork and prices in the gallery information center. The Gallery will provide cards to identify each piece with the title and artist name. Artists can provide cards or brochures about their work for the information center on file or display as the Committee deems appropriate.

Sales and sales status inquiries will be referred to the artist. The Gallery requests that the artist give the library a 10% donation of all sales, made payable to the Urbandale Public Library Art Gallery. All works of art must remain on display at the Gallery, even if sold, until the exhibit closes. Sold artwork will be marked with a red dot.

### **Security/Liability**

The Library and Gallery Committee cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and does not insure exhibits. The Library encourages the artist/lender to obtain a rider on his or her insurance policy for the duration of the exhibit. The artists/lenders will be required to complete and sign a waiver/release of Library liability before any works of art are exhibited.

The Art Gallery is open to the general public. The Gallery is monitored by secured cameras however the area is not monitored by staff.

### **Publicity**

The Library and Gallery Committee will promote the Art Gallery through community calendars, our website, social media, and print materials distributed in the gallery. Artists will provide the gallery committee photos of their work and grant permission for the gallery committee and library to display images of their work on [www.urbandaleartgallery.com](http://www.urbandaleartgallery.com), [www.urbandalelibrary.org](http://www.urbandalelibrary.org), and social media. Artists are encouraged to advertise their exhibit in their own ways and venues.

Updated October 20, 2021, January 11, 2023