

EASTON PUBLIC LIBRARY
GUIDELINES FOR INDEPENDENT ART EXHIBITS

1. The artist is responsible for coordinating with the Library to schedule a specific date and time to hang and remove the exhibit, as well as to schedule a reception, if desired.
2. If pieces are for sale, the artist should provide a price list or prices clearly marked on the identification cards accompanying the pieces. The Library receives a 10% commission on all sales.
3. When the exhibit is hung, the Town of Easton requires that the artist sign a liability waiver, acknowledging that the Town is not responsible for any damage or loss.
4. The artist should also provide an itemized list of the pieces in the exhibit, along with their monetary value. This can be emailed to Library Director Lynn Zaffino at lzaffino@eastonlibrary.org.
5. Prior to the exhibit (as early as possible), the artist should provide a short biography, description of the exhibit, and photos (if possible). These should be sent to Media Coordinator Shannon Bruchal at sbruchal@eastonlibrary.org. The Library will use this information to promote the exhibit in its program schedule, newsletter, and email blasts, as well as on its website and social media platforms. Deadlines for our quarterly newsletter and program schedules are as follows: 2/15 for the spring newsletter, 5/15 for the summer newsletter, 8/15 for the fall newsletter, and 11/15 for the winter newsletter. If the artist wishes to provide a flyer and/or poster, they will be posted in the Library. The artist is responsible for submitting a press release or event listing to any other media outlets of their choosing.
6. The artist is encouraged to send out invitations (print or digital) for the reception to their friends, family, and other contacts.
7. Refreshments are allowed to be served at the reception, and they are the responsibility of the artist. If alcohol is to be served, the Town requires that the artist purchase a \$1 million insurance rider.
8. When choosing a date and time for the reception, the artist should keep in mind that, if done outside of Library hours, they will not have access to any art that is displayed in the Glass Display Case in the Library proper.
9. Any questions should be directed to Dolly Curtis at 203-372-4511 or emailed to dollycurtis72@gmail.com.