

# Exhibition Proposal Form Lakewood Library

(The PDF may be annotated.)

## Lender Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

## APPLICATION PROCEDURES:

Proposed Exhibition Title: \_\_\_\_\_

## Concept/Theme/Description of Exhibition

---

---

---

---

I would like to apply for the following month: \_\_\_\_\_

We are currently accepting applications for 2023.

Please complete this form and send to Ann McCann at [alouisemccann@gmail.com](mailto:alouisemccann@gmail.com). Include an itemized list of artworks and images.

## EXHIBITION POLICY

Applications are available at the Lakewood Library and at [lakewoodlibraryfriendsdallas.org](http://lakewoodlibraryfriendsdallas.org)

All applicants must provide digital images of their work (a minimum of three items). Each image file must be named with the artist name and art title. An exhibit plan must be provided. Display area is 12.5' wide X 4' tall. Paintings can be hung in one or two rows depending on size.

# Exhibition Proposal Form Lakewood Library

(The PDF may be annotated.)

Exhibits that are accepted will be assigned a two-month show.

Artists may exhibit only once in any 24-month period.

Works to be exhibited must be in good condition.

Artwork must be ready to mount with hooks and wires attached. The exhibitor is to provide a biography and explanation of exhibit, which should include titles, sizes and medium of each work, printed on an 8.5 X 11 sheet of paper for display.

Each exhibitor is responsible for hanging the show. Library staff cannot provide this service. A stepladder is available at the library.

Exhibits are to be mounted on the first day of the month or as near to that date as possible.

Exhibits must be removed at the end of the 2<sup>nd</sup> month by the exhibitor. If an exhibit is not removed in a timely manner, or other arrangements made in advance, the art will be removed from the exhibit area. If art is left at the library more than 30 days after exhibit has ended and other arrangements have not been made, the art will be considered a gift to the LLF\*. The LLF, as with all gifts, will make the final determination on art gifts.

The LLF does not serve as a sales agent for the exhibit pieces. Exhibitors are encouraged to provide name, address and/or phone number for follow-up by interested viewers.

The LLF will provide information about exhibits in its monthly calendar of events.

**INSURANCE NOT PROVIDED:** I understand the Dallas Public Library and the Lakewood Library Friends do not provide insurance coverage for the items on the exhibit. Therefore, I hereby release the Dallas Public Library and the Lakewood Library Friends from any liability for the loss or damage to the items put on exhibit.

**SELECTION PROCESS:** All artworks must be family-friendly. The Art Selection Committee will decide if a body of work is suitable in terms of quality, workmanship and/or quantity. The LLF reserves the right to make final determination on Library exhibits.

**In signing this agreement, I certify that I have read, understand, and consent to honor all sections of the Exhibition Policy.**

Lender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Lakewood Library Friends