

## **CLEMENS AND DOLPHIN GALLERIES – EXHIBITION OPPORTUNITIES**

The Hingham Public Library is pleased to invite applications for exhibitions in the Clemens and Dolphin Galleries in the Library's main lobby. Applications may be submitted at any time. The Clemens Gallery is the Library's showcase for smaller shows; it is also the place for community artists, particularly those without the reputations or resources that would enable them to exhibit at art museums or commercial galleries, to show their work. The Dolphin Gallery is the Library's venue for larger shows and established artists. Collectively, the exhibits aim to reflect a variety of media, styles, cultural viewpoints, and levels of artistic experience. Exhibitors are not charged for use of the facilities; the Library does receive a 25% sales commission from any piece sold during a show. Commissions are used to maintain and operate the galleries.

### **Exhibit Selection**

The Clemens Gallery applications are reviewed by the Library Director and/or his staff. Responses to applications typically are made within 30 days.

The Dolphin Gallery Committee, consisting of up to three Library Trustees, two area artists and the Library Director, meets quarterly to review applications. The Library also partners with the North River Arts Society in Marshfield to program approximately half of the Dolphin Gallery's exhibits. These shows are selected solely by the North River Arts Society. Exhibits generally run for 30-60 days.

### **The Space**

The Clemens Gallery is located in the lobby to the right of the main entrance and offers approximately 100 square feet of wall space; the Dolphin Gallery is located to the left of the main entrance and consists of approximately 280 square feet of wall space. Both areas have a pre-installed hanging system. The Dolphin Gallery has adjustable lighting.

The artist is responsible for hanging the show on pre-installed hardware. Artists should familiarize themselves with the features and limitations of the gallery space before submitting an application. No nails, thumbtacks, adhesives, etc. may be used directly on the walls unless the Library Director has approved an exception.

### **Terms of Exhibiting**

The Hingham Public Library is not responsible for the safety and care of works displayed. Exhibitors may want to explore insurance options through their agents. Exhibitors must provide the Library Director with a list of the title, size, media and the price of the work to be exhibited along with personal contact information at least one week prior to the show.

A nominal commission of 25% is charged on the sale of works exhibited in the Library's galleries. Checks should be made payable to the Hingham Public Library with a notation that the money is for the Library's art gallery. It is the exhibitor's responsibility to deliver the check to the Library Business Office in a timely manner.

Paintings, prints, drawings and photographs must be suitably framed and wired. Absolutely no nails, thumbtacks, adhesives, pushpins, etc. can be used on the walls. Labels may be adhered to the frame of the work, or applied to the walls only with "sticky tack" or 3M low-tack blue masking tape.

Exhibitors will install and take down their own shows. Exhibits are changed on Fridays when the Library is closed.

Opening receptions are encouraged and generally take place from 7:00 to 8:30 p.m. on the first Monday following the installation of a show. The artist is responsible for creating and mailing reception invitations. Typically the artist supplies light refreshments consisting of cheese, crackers or cookies and punch.

**Name (print)** \_\_\_\_\_

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

Please keep one copy for your records and return the other with your application. Your signature indicates you have read and accept the above terms and provisions.

**HINGHAM PUBLIC LIBRARY GALLERY EXHIBIT APPLICATION**

<p>Name of Exhibitor: _____</p> <p>Telephone: _____ Email: _____</p> <p>Address: _____</p> <p>_____</p> <p>Medium: _____</p> <p>Check One:   <input type="checkbox"/> Clemens Gallery      <input type="checkbox"/> Dolphin Gallery</p>
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**HOW TO APPLY**

**Please include:**

- **Ten slides in a slide protector. If slides are unavailable, color photographs or color photocopies in clear sheet protectors are acceptable. Materials should be clearly labeled with artist's name, media, and dimensions of the work. Indicate the top of the artwork with an arrow or red dot.**
- **Typed resume or biographical paragraph.**
- **Brief description of the work to be exhibited.**
- **A self-addressed, stamped envelope for the return of your materials.**

**Submit the application and signed Terms of Exhibiting to:**

**Library Director  
Hingham Public Library  
66 Leavitt Street  
Hingham, MA 02043**