

# ART EXHIBITIONS AT THE WILLOUGHBY WALLACE MEMORIAL LIBRARY

The Friends of the Willoughby Wallace Memorial Library (WWML) sponsors art exhibitions of 2D and wall-mounted 3D work in the Keyes Gallery as a benefit both to artists and the general public. Although there is no fee for exhibiting, nor is there a commission on sales, the Friends of the WWML welcomes a pay-as-you-wish donation from the proceeds of exhibitions to further the funding of library programs.

The Art Committee of the WWML is responsible for managing the exhibition program. Artists are selected through a jurying process that is held annually in the spring. Exhibitions, each lasting three-and-a-half weeks, are scheduled for a twelve-month period from August through July.

The Keyes Gallery is an active, multi-use space. Children's programs, yoga classes, public meetings, performance events, and movie screenings take place during the course of a typical month. Because of this, we regret that we can only accept 2D or wall-mounted 3D work for exhibition.

## **SUBMISSION REQUIREMENTS**

**Jurying is done from actual work. Digital submissions are not accepted.**

- Submit three original works created within the last three years.
- Work submitted must be representative of the work you intend to exhibit.
- 2D or wall-mounted 3D only
- Maximum weight: 30 lbs.
- Maximum size: 60 x 60 inches
- Submission fee: \$25 per individual, \$100 per group (8 individuals maximum) payable in cash or by check made out to Friends of the WWML.
- Sign the "Exhibit and Display Release Form."

**Artists who have already been awarded a show at the library must wait five years before re-applying.**

## **PREFERENCES FOR SOLO, TWO-PERSON, AND THREE-PERSON SHOWS**

Accepted artists will be scheduled for either a solo, two-person, or three-person show. You may indicate your preference on the application form at the time of submission.

**Artists wishing to show together** must apply as individuals and each must pay the entry fee. You may indicate your preference to show together on the application form at the time of submission.

The jury will take such preferences into consideration during the adjudication process. Given the limitations of scheduling and wall-space, not all preferences can be honored. The jury's decisions are final.

## **NOTIFICATION**

Applicants will be notified of jury results by email within two weeks of jurying.

## **IMPORTANT CONTACT INFO**

Library: 203-488-8702

Art Committee Chair, Laura Barr: [laurabarr@sbcglobal.net](mailto:laurabarr@sbcglobal.net)

Library Director, Alice Pentz: [apentz@branford-ct.gov](mailto:apentz@branford-ct.gov)

WWML Webmaster: [webmaster@wwml.org](mailto:webmaster@wwml.org)

## EXHIBITION SPECIFICS

**Exhibition duration:** 3.5 weeks.

### **Exhibiting artists are responsible for**

- Installing and de-installing their work
- Publicity
- Hosting their opening reception
- Food & Drink for Opening reception

### **Physical restrictions**

- 2D or wall-mounted 3D work only
- Maximum dimensions: 60 x 60 in.
- Max weight: 30 lbs.

### **Coordinating with WWML staff for scheduling and access to the Gallery**

Library staff are not connected with the Art Committee but they are friendly and helpful—and will make every effort to assist you with exhibition logistics. Please treat them courteously.

### **You must call the library (203-488-8702) to schedule dates/times for access to the Gallery for . . .**

- Installation
- Opening reception
- De-installation
- Any other event related to your exhibition

If you wish to access the Gallery outside of library hours (see below), you may sign out keys to the WWML's main entrance and the Gallery for the duration of your show. A refundable deposit of \$100 is required.

### **Library hours**

Monday through Thursday: 10am to 8pm

Friday: 10am to 5pm

Saturday: 10am to 5pm (*July and August: 10am to 2pm*)

Sunday: November to May, 1pm to 4pm

## INSTALLATION

Each exhibitor must install and de-install his/her own show. Your show must be installed by the Thursday evening before your opening. **All work must remain on exhibition for the duration of the show.**

The Keyes Gallery is an active, multi-use space. Children's programs, yoga classes, community meetings, performance events, and movie screenings take place during the course of a typical month. **Safety is an important consideration; work MUST be securely hung.**

**Bring a pair of pliers with you to adjust and securely tighten the screws on the hanging hardware—otherwise the cleat will slide and the work will fall.**

- 2D or wall-mounted 3D work only
- Max dimensions: 60 x 60 inches
- Max weight: 30 lbs.
- All artwork must be hung using the hanging system provided by the library.
- Work cannot be hung within 36" of floor.
- Floor space must be kept clear.
- Artwork must not block any doorways or the data outlets near the emergency exit.
- A glass showcase in the lobby is available for small, fragile, or freestanding objects.

**Other than the map pins provided by the library for your use, DO NOT put nails, picture hooks, screws, pushpins, adhesives, labels, or tape on the walls.**

## THE HANGING SYSTEM

- Rods are resting on a track at the top of the wall.
- The rods generally do not emerge at the bottom of the work, but sometimes may, depending on the size of your work.
- You can hang multiple pieces on the same rod.
- You can use multiple rods to hand a larger piece. Bear in mind Max weight: 30 lbs.
- **Work should be wired.** Closer to the top of the work might have piece leaning out less from the hanging system. Wire will rest in track shown in below right photo.

- Screws on the hanging track must be tightened with pliers or the cleat might slip off the track and your work will fall.
- Tools necessary - **Pliers a must**. Also a tape measure, pencil, and anything else you would normally bring to hang your work.



## LIGHTING

Your show must be installed by the Thursday evening before your opening because the Town Facilities Manager will come early Friday morning to adjust the lighting and replace bulbs.

**Please DO NOT adjust, aim, or move any of the light fixtures. DO notify the library staff if any bulbs need to be replaced.**

## **IMAGE LIST/PRICE LIST**

**Do not post prices on the works themselves or on the adjacent wall.**

We suggest that you number your work, using the map pins provided by the library. Compile and print out multiple copies of an image/price list. Be sure to include your name and contact information so that people who are interested in your work can contact you directly. The library staff is not responsible for handling any sales.

**Exhibitors are responsible for all arrangements with the buyer and for charging and collecting Connecticut State Sales Tax.**

The Friends of the WWML welcomes a pay-as-you-wish donation from the proceeds of exhibitions to further the funding of library programs.

## **GALLERY TALKS**

If you are interested in presenting a gallery talk for the public, please contact the Library Director. Presentation equipment is available in the Gallery for projecting images or videos.

## **INSURANCE**

The Town of Branford insurance policy does not provide coverage for works on exhibition, which is why we require your signature on the "Exhibit and Display Release Form" when you submit work to the jury. If you want insurance coverage for loss or damage to your work, you must provide it.

The Gallery room is very secure. It is kept locked, when not in use, during library hours. Library staff will open the door for visitors on request.

## PUBLICITY

Exhibitors are responsible for their own publicity.

### Invitations/announcement cards

If you wish to send cards to our membership, we will address and mail them. Please deliver 500 printed cards to the library no later than three weeks prior to your opening date and include a check for \$95 payable to the Friends of WWML to cover postage costs for standard-size cards.

- To qualify for the postcard postage rate, the card must be rectangular, at least 3.5" high x 5" wide and no more than 4.25" high x 6" wide.
- Please do **not** make cards glossy on the address side.
- Place the library's return address in the upper left of the card  
Willoughby Wallace Memorial Library  
146 Thimble Islands Road  
Branford, CT 06405
- Place the words: "Sponsored by the Friends of Willoughby Wallace Memorial Library" at the bottom left on your cards, signage, and other printed materials.

### WWML website

Exhibition information can be posted on the library website.

[www.wwml.org](http://www.wwml.org)

It is the exhibitor's responsibility to provide the WWML webmaster with exhibition details and JPGs of images.

[apentz@branford-ct.gov](mailto:apentz@branford-ct.gov)

### Kiosk

Exhibitors may post their own signage in the kiosk in front of the library.

Maximum size: 19" wide x 42" high.

### Sidewalk Signage

A sandwich-board "EXHIBIT TODAY" sign (located in the library storage room) can be placed next to the sidewalk in front of the library on the day of the opening reception.

## OPENING RECEPTION

Openings are **typically** scheduled from 4–6pm on the **FIRST SUNDAY** of the exhibition period. Artists are responsible for their own food and drink.

The reception should end promptly at **6pm**. Library staff will be here to lock the outside doors.

**If alcoholic beverages are served at the reception, they must be poured and monitored by a server.** If you cannot provide a server, please offer non-alcoholic beverages only.

**You must call the library (203-488-8702) to confirm the date and time of your opening and to make sure it is booked on the library calendar. Any deviations from the typical schedule MUST be cleared with the library.**

The kitchen is available for your use. Supply your own paper towels, napkins, plastic cups, garbage bags etc.

## CLEAN-UP FOLLOWING THE OPENING

You may choose to clean up after yourself OR pay for it to be done for you. Please indicate your preference before you install your show.

In either case: **Please take leftover food away with you.**

\_\_\_ I will pay for clean-up (\$50 nonrefundable fee required)

\_\_\_ I will clean up after my opening (\$100 refundable deposit required)

**Before you leave the library, you must . . .**

- Clean the kitchen.
- Vacuum the gallery.
- Put away any furniture you may have moved.
- Turn off all lights.
- Lock all doors (please check back door to be sure it is closed).
- **Take trash, leftover food, and recyclables away with you.**



## DE-INSTALLATION

You must de-install your exhibit by the end of the Wednesday after the exhibition period. **All work must remain on exhibition for the duration of the show.**

**Coordinate with library staff to schedule the time of your de-installation.**

Please leave the room in the same condition in which you found it.

- Return picture hanging rods to storage room.
- Remove/discard signage, promotional materials, and price lists.
- Return the keys to the library staff promptly after de-installation.