

Ellenville Public Library & Museum  
Joseph Y. Resnick Memorial Building  
40 Center Street  
Ellenville, New York 12428-1396  
(845) 647-5530 • Fax (845) 647-3554

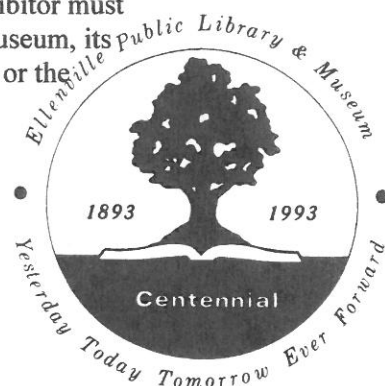
### GUEST EXHIBITIONS - GALLERY

THE TRUSTEES OF THE ELLENVILLE PUBLIC LIBRARY AND MUSEUM believe it to be an interesting and valuable community service to provide exhibit space for area artists. It is our intention to foster in the community an awareness of regional artistic activity. The Trustees have designated the lower ramp wall in the Gallery (a space 27' long by 6' 8", tapered to 4' high) and the wall across from the antique car (20' 8" long by 8' 7" high) to be the exhibit area. The upper ramp wall is reserved for Museum use. The guidelines listed below will govern guest use of the designated space.

1. Those wishing to exhibit must apply to the Fine Arts Committee of the Board of Trustees, either directly or through the Director of the Ellenville Public Library and Museum, using the attached form. The application requires specific information about the nature of the work, sizes, and special needs; the quantity is limited by the space available. The Fine Arts Committee reviews all applications, communicates with the potential exhibitor if additional information is needed, and schedules exhibits. The exhibitor will be sent a copy of the Committee review and scheduling.
2. The Fine Arts Committee reserves the right to review the exhibit before it opens to the public and request changes or deletions with good reason.
3. Items to be exhibited must arrive ready for display. All paintings must be supplied with mats or frames equipped with hooks. The date and time for setting up and dismantling the exhibit will be noted on the confirmed application. Changes in that schedule must be arranged with the Library Director or her designee. Setting up the exhibit will involve three people: the artist, a member of the Fine Arts Committee, and the Library Custodian who physically hangs the show.
4. Data for publicity must accompany the application, either on a separate sheet or on the back of the application. The Ellenville Public Library and Museum will issue a news release to area news media, include details in the weekly "Ad Libs" column in the Ellenville Press, and post appropriate announcements on site.
5. The Ellenville Public Library and Museum will not handle any sales, and prefers that prices not be posted on individual items. However, a list of items, their prices, and the artist's name, address, and telephone number may be posted. **All sold items must remain with the exhibit until closed.**
6. Insurance of exhibited items will be the responsibility of the exhibitor.
7. Since all items exhibited are the sole responsibility of the exhibitor, said exhibitor must sign the application release which absolves the Ellenville Public Library and Museum, its trustees, staff, and agents, from any responsibility involving the items exhibited or the exhibition as a whole.

ADOPTED 6/10/91  
AMENDED 2/09/99

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Ellenville Public Library & Museum  
Gallery Exhibit Application

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

EXHIBIT DESCRIPTION AND/OR TITLE \_\_\_\_\_  
\_\_\_\_\_

SPECIAL NEEDS OR CONSIDERATIONS: \_\_\_\_\_  
\_\_\_\_\_

BIOGRAPHICAL DATA (for publicity): Please include relevant information, including the name of your show, names of a few works and, if possible, enclose a high-contrast photograph (which we will return to you).

I HAVE READ and will abide by the exhibit guidelines of the Ellenville Public Library and Museum. I, the undersigned, agree to forever hold harmless the said Ellenville Public Library and Museum, its employees, agents and Trustees, from any loss or damage occurring while the said items are on exhibit or in the care, custody, and control of the Ellenville Public Library and Museum.

Date: \_\_\_\_\_  
Signature of Exhibitor \_\_\_\_\_

FOR FINE ARTS COMMITTEE USE ONLY:

Application reviewed by Committee on \_\_\_\_\_ (date).

Exhibit scheduled for month of \_\_\_\_\_, 20\_\_\_\_\_.

Set up \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

Dismantle \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

Staff contact person for this exhibit \_\_\_\_\_

☛ A copy of this application will be returned to exhibitor when all dates have been confirmed.