

HELEN PLUM LIBRARY EXHIBITS: GUIDELINES FOR EXHIBITORS

Application & Exhibit Guidelines:

1. Exhibits must comply with [Policy C-1 Exhibits, Community Board, and Materials for Distribution](#).
2. Prospective exhibitors must submit an [Exhibit Request Form](#) along with a representative sampling of the proposed exhibit (digital photos or printouts of photos). For larger exhibits, samples must include a minimum of ten works. No original art should be submitted.
3. As the exhibition space is in a public space and is seen by anyone who enters the Library, the content must meet appropriate community standards and be suitable for all ages.
4. Exhibits are typically booked for one month.
5. The Library is not responsible for damage to or loss of exhibit pieces.
6. The Library will not store, hang, or bring art in or out of the building.
7. Access to a loading area is available.
8. Questions can be directed to publicityrequest@helenplum.org.

Marketing Guidelines

1. Exhibitors should provide a digital image of pieces to be featured in the show and a short bio or Artist Statement one month prior to their exhibit.
2. Exhibitors may provide information about themselves and may post/provide their contact information, i.e. business cards, cardstock notes or flyers, information on how to request pieces for purchase. The Library does not handle any exhibitor sales transactions.
3. Exhibits are featured on the Library's website calendar and may be featured in additional Library marketing.

Program Information

At the Library's discretion, related programs in support of large-scale exhibits may be scheduled. This includes hosting an open to the public reception for exhibitors' family, friends and supporters. Scheduling is dependent on staff and room availability.

Hanging Guidelines

1. Exhibitors hang and take down their own pieces within the exhibit period.
2. The Library utilizes a Walker Display hanging system of art hangers. The exhibit pieces must be framed with screw-in eye hooks and/or wires for hanging.
3. If the scope of the exhibit (as indicated by the application) requires it, the Library will place free-standing display panels. Moving and adjusting these display panels is prohibited.
4. Exhibitors may request artwork labels at the time of application or prepare their own. The Library will supply wall adhesive strips for artwork labels and assist in labeling each piece. When

the Library is providing labels, artwork information must be provided in an editable text document at least two weeks in advance.

Sculptural Display Guidelines

1. The Library has available for exhibits one large display cabinet on the second floor near the fireplace. The shelves are glass and for some exhibited pieces may require a protective accessory to protect the glass shelf. Please indicate in your application the need for this additional layer.
2. Exhibitors are responsible for the installation of sculptural and 3-dimensional displays. The Library is responsible for adjusting display shelves. Moving or adjusting display shelves is prohibited.
3. Exhibitors may request artwork labels at the time of application or prepare their own. The Library will supply wall adhesive strips for artwork labels and assist in labeling each piece. When the Library is providing labels, artwork information must be provided in an editable text document at least two weeks in advance.
4. [Dimensions for the display case can be found here.](#)