

Manheim Township Public Library
595 Granite Run Drive * Lancaster, PA 17601
Phone: 717-560-6441 * Fax: 717-560-0570

Application for Art Exhibit

Artist or Organization _____

Contact Person _____

Address _____

Telephone _____ Fax _____ Email _____

Responsibilities of the Artist or Organization for a show:

1. To submit a qualifying portfolio of at least 5 images and descriptions with this application. Photos must be jpg files, limited to not more than 1MB each, and named LastName-FirstName-#.jpg.
2. To provide a current bio with this application.
3. To provide publicity information to the Art Committee one month in advance of the opening.
4. To specify 1 week in advance, the titles, the sizes, the medium, and the price of all work to be hung.
5. To frame and have the art ready to hang with wires.
6. To provide the Art Committee one completed and signed W-9 form prior to display.
7. To present a gallery talk at a predetermined time, usually at the opening. (*optional*)
8. To invoice the library for the amount owed from the sale of artwork.

Responsibilities of the MTPL Art Committee:

1. Edit art selection for suitability to venue
2. Installation and labeling of art work.
3. Copying price list provided by artist.
4. Collecting checks from customers and paying artist at end of sale.
5. Producing and mailing a press release at least two weeks prior to the opening.
6. Publicity for the exhibit.
7. Setting up the opening reception and providing cups and plates.
8. Dismantling the exhibit and communicating pick up times to artist. Artist may participate in dismantling, if preferred.

The commission to the Manheim Township Public Library is 20%, so please price the art accordingly. The library has the right to edit any artwork from the exhibit. The artwork will remain on display until the final day. The artist will receive payment from all sales when the total customers' balance is paid in full at the end of the exhibit. The library is not responsible for art work remaining after 30 days. The artist grants the library permission to use images for publicity.

Signature

Date

**Please submit 1) this application along with
2) 5-10 images and descriptions and
3) a current bio, by _____ to:**

dd/mm/yyyy

Manheim Township Public Library
Attn: Emily Neff, Administrative Assistant
595 Granite Run Drive
Lancaster, PA 17601-5190

OR to: eneff@mtpl.info