



BRISTOL PUBLIC LIBRARY™

701 Goode Street
Bristol, Virginia 24201
276-821-6148

The Bristol Public Library (BPL) invites exhibitors, educators, artists and artist-based groups to apply to exhibit works of art and displays of interest, information, and enlightenment to the community as part of our “Expanding Minds, Building Communities” mission.

The Space

The Bristol Public Library is a high traffic community facility serving a broad range of users. Youth, families, and area visitors utilize the Library for special events, workshops, meetings, traditional library functions, and social interaction. The Virgie R. Fleenor Art Gallery is a space for the purpose of displaying worked relevant to the Southwestern Virginia and Northeastern Tennessee region. Individuals and groups are welcomed to display their works, pending approval of the Gallery Committee. The Gallery, located on the upper level of the BPL, offers approximately 9 feet by 63 feet of wall space with adjustable track lighting. There are twenty movable chains, each with two hooks, on a track from which works may be hung. Exhibitors are asked to view the space before hanging their exhibit if at all possible. The Gallery is managed by BPL staff that will assist the exhibitors to the best of their time and resources.

Submissions

The BPL invites submissions from individual exhibitors or artists, groups, and independent curators working in various media to submit proposals for exhibitions. Your proposal should include:

- A cover sheet which includes the name and contact information (email and phone number also) for the exhibitor. In case of group exhibits, there must be one person designated to submit the proposal and act as the contact person to the Library staff.
- A brief, clearly articulated description of the proposed exhibition
- At least 5-10 photo images or media files (USB Drive, CD-ROM or online digital portfolio)
- List of titles, dimensions, and media
- Current curriculum vitae
- Preferred dates for the exhibition (up to 8 weeks)

Type of Work:

- 2D-painting, drawing, prints, photography, fiber
- Glasswork, multimedia

- Sculptures are limited due to traffic access. We encourage exhibitors to submit a proposal for a sculpture exhibition that can be displayed safely and aesthetically if they can provide the necessary display supports. The BPL does not supply any kind of stands or pedestals.
- The BPL Gallery Committee reserves the right to restrict subject matter and/or remove items from display at its discretion.

Security and Insurance

- BPL provides no liability insurance. It is the sole responsibility of the exhibitor/ group to obtain insurance.
- A detailed inventory with clearly stated values for all works must be signed and submitted to the BPL at the time of installation.
- Images of every piece exhibited must be provided at installation.
- Because the Gallery is not continuously monitored except by camera, there is a risk in showing any art, particularly small pieces. All pieces should be secured to the wiring system of the Gallery.

Length of Exhibitions

- Exhibitions will run up to 8 weeks depending on other programming activities at the BPL. The exhibit will remain up for the total agreed upon time.

Installation and Removal of Exhibition

- ***Installation and removal of exhibition is the sole responsibility of the exhibitor(s).***
- All materials placed in the exhibition must be framed, wired, and ready for hanging.
- Artists accepted for exhibit must have enough work to aesthetically fill the space.
- **Artists must supply his/her own labeling which will include artist name, title of the work, media, and price if the piece is for sale. Labels shall be printed and uniform for the entire exhibition. Adhesive attachment must be approved by the BPL staff.**
- An identifying sign with information about the exhibit is required.
- Informational brochures are welcomed and can be displayed in the Gallery. We encourage the artist to keep a supply of business cards, contact information, and a guest book in the Gallery area.
- Installation will be the first day of the exhibition period. Removal will be on the last day of the exhibition period. Any change in this schedule should be arranged with the Gallery Coordinator at the BPL.
- A member of BPL staff must be present to observe installation/removal.
- If special requirements are necessary for the installation of an exhibition, then the artist(s)/ exhibitor(s) will work with the BPL staff to ensure safe and appropriate installation.
- Artist(s)/Exhibitor(s) will be responsible for any additional costs if specialized assistance or equipment is required. BPL will provide use of BPL's ladders.

- All exhibits must be removed from the premises within 24 hours of the close date unless other arrangements are made with the BPL Gallery Coordinator. BPL will provide no storage, assumes no responsibility for exhibit items left after the exhibition is over, and may dispose of such abandoned items at its own discretion.
- BPL will ensure gallery space and walls will be ready for hanging prior to installation of the work. At the end of the exhibition, the artist/exhibitor will be expected to return the space and walls to the same “ready to hang” condition.

Sale of Artwork/Exhibition materials

- BPL encourages sales but they are the responsibility of the artist. No monies will be collected by BPL staff.

Publicity and Promotion

- **The BPL will support artists to the best of its ability and resources by networking with its users through website and social media, community calendars and other organizations to promote exhibitions via the web. Publicity the artist can do through social media and contacts will help make the show a success.**
- A short biography (50-100 words) and a photo of the artist/exhibitor shall be submitted at least two months in advance of the show to assure promotion. Other promotion options can be discussed with the Marketing Director of the BPL.
- Costs associated with the design, production, and direct costs of distribution of promotional materials and any opening reception are the sole responsibility of the exhibitor.
- A reception must be scheduled with BPL staff, if a reception is desired. Please note that a reception and its associated costs are entirely the responsibility of the artist/exhibitor. **No alcohol is permitted on the premises.**
- Artists/Exhibitors may consider presenting a lecture or demonstration during the exhibition. This must be arranged between the artists/exhibitors and the Gallery coordinator.
- Artists/Exhibitors may provide a catalogue of the show including but not limited to the artist/exhibitor resume, education, awards, etc.

I have read the information provided and agree to follow the terms of exhibition at the BPL.

Signature of Artist/Group Representative

Date



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Application for Exhibition

Name of Artist(s), Exhibitor, or Group:

Day Phone:

Evening Phone:

Mailing Address:

Email Address:

Material or Technique Representative of Artworks:

Include the following items with this application:

- 5-10 high quality samples of work for exhibition; each should be clearly labeled with your name, and the medium and approximate dimensions of the work. Digital images preferred. Color photographs or high quality color photo copies are also acceptable.
- A brief description of the work to be shown, with proposed number of pieces and titles.
- One signed copy of the Terms of Exhibition.
- Current curriculum vitae.
- Materials will be returned at the end of the exhibition.
- **PLEASE DO NOT SEND ORIGINAL ARTWORK.**

Date Preference for Exhibition (up to 8 weeks):

(1) _____

(2) _____

(3) _____