Exhibition Worksheet

1. a) Show Dates: ___________________ Reception Date: _____________

   b) Facilitator: _____________________ Contact Info: ________________________

2. Return the signed Exhibition Confirmation Form within one month of receipt.

3. Three weeks prior to the opening of the show, return the News Release Form and pictures for publicity to the Exhibits Committee chair. The information you supply will be used to create a news release, which will be sent to local media as well as posted on UNCA’s web site and the Ramsey Library web site. The UNCA Public Information Office will submit publicity information to local media outlets.

4. Any additional publicity such as postcards or flyers are the responsibility of the artist.

5. Your exhibit will be listed on the Exhibits page linked to the Ramsey Library home page.

6. UNCA has an insurance policy that covers items on exhibit in Ramsey Library, but we recommend that exhibitors have their own insurance.

7. Receptions are held in the Library lobby or on the porch at the Library entrance. No food or drink may be taken past the lobby of the Library. Receptions must be scheduled for times that the Library is normally open. Normal library hours are: Monday through Thursday, 8am to midnight; Friday, 8am to 6pm; Saturday, 10am to 6pm; Sunday, 1pm to midnight.

8. Receptions are the responsibility of the artist. A member of the committee will be available to help set up for the reception and clean up afterwards, but this is the primary responsibility of the exhibitor. Bring trash bags.

9. Two weeks prior to the reception, let your facilitator know if you will need tables for the reception.

10. Arrangements need to be made with your facilitator for the installation and removal of the show. Your show and all materials used to mount it must be removed on the dates specified, as a new show will be installed the next day.

11. The library has nails, hammer, level and tape measure for your use. Labels for your show can be typed by your facilitator on the Library’s label maker. These labels adhere well to the fabric on the wall. If you choose to make your own labels, show a sample to your facilitator for approval several days before the installation of the show.

12. Nails are preferred for hanging objects on the wall. Any other device must have prior approval.

13. A printed price list, with your contact information, may be placed on the table by your show. All inquiries for purchase of art work will be referred to the artist. Prices may not be displayed on library gallery walls. A guest book may also be placed on the table.

14. An artist statement must be included with the exhibit. Biographical information is optional.

15. The loading dock is at the back of the library and can be accessed via Library Lane. Please call your facilitator when you are ready to deliver your work.

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