

**Hamilton Public Library  
Fine Arts Department  
GALLERY ON 4**

**DISPLAY ARRANGEMENTS**

Artists are solely responsible for transporting, setting up and removing the exhibition. Works cannot be stored at the library before or after exhibit dates.

All exhibits must be arranged in an attractive and professional manner. Hanging material is the responsibility of the exhibitor. No tape of any kind can be attached to walls. Nails are not to be used. Gallery on 4 uses a hanging system based on cables and 'S' hooks. Artists are advised to view work in the gallery before applying to exhibit, and take note of the hanging system.

A stool, basic tool kit, and 'S' hooks with cable or chains are provided.

**Getting Your Work into the Building**

You will be called two weeks prior to your show to arrange a time and date of installation of your work.

It is suggested that you bring a helper as library staff are not free to assist you.

If possible, park on York Boulevard, close to the library entrance and use the stairs or ramp to get up from street level. Metered parking is available but please be aware that there is no stopping between 7 to 9 a.m. and 4 to 6 p.m.

Check in with the security guard at the front door who will alert us of your arrival. At this point if it has been prearranged, staff will bring down the flat-bed dolly for easier transportation of materials from vehicle to the 4th floor.

Take loaded dolly to the 4th floor using the public elevators.

***Alternately,***

Pay for public parking beneath Jackson Square and take the elevator to the ground level of the mall which connects to the library through doors on the north side.

**Guidelines**

***What Is Required of You (3 months in advance)***

**Title of Your Show**

If you intend to title your show, we need the exact wording.

### **Artist's Statement**

In order to publicize your exhibit, please provide an artist's statement if you have not already sent one in with your initial entry. This information will be used in our media release and will be placed in a frame displayed along with your work.

### **Price List**

Prices **may not** appear on labels. A typed price list should be provided, which will be photocopied and made available to the public. Include your name and phone number on the list.

### **What the Library Will Do**

- Media releases will be sent to *View Magazine*, *Hamilton Magazine*, *H Magazine* and *The Hamilton Spectator* and other appropriate local news sources.
- Posters are distributed to all Hamilton Public Library branches.
- The library will make photocopies of the price lists and have them available to the public.
- A book for public comments will be available. If requested, a copy of the pages will be provided to you at the end of the exhibit.
- Feature your work on our website.

### **Meet the Artists Evening and Tips to Exhibitors**

Enjoy your exhibition. Take this opportunity to show family and friends your work in a public setting.

Make the exhibition what you want it to be. If you hope for media attention, it is up to you to make it happen. The media are more interested in hearing from you than they are in hearing from us – they hear from us all the time.

If you are hoping to make sales, keep in mind that people do not visit the library in order to purchase art. Library staff do not negotiate sales. We will put interested buyers in touch with the artist. You can leave your business card for distribution. Sales are only likely to happen if you bring potential customers in to see your work. You might also use the exhibition to bring gallery owners and curators to see your work.

By exhibiting your work at Central Library's **Gallery on 4** you are entering a dialogue with a broad community, and enriching the lives of many – and that's more than a line on your c.v.

Meet the Artist Evenings may be held on a Thursday evening of your choice. Refreshments are not provided by the library but may be provided by the artist. The artist should contact the media if a Meet the Artist Evening is going to take place. The public

generally do not come to this event. The more people you personally invite, the more successful your event will be.

### ***HANGING OF ARTWORK***

Please refer to the attached diagram of the Art Exhibition Space. There is adequate space for approximately 13-14 medium-sized pieces (i.e. approx. 24" by 36") in addition to a few smaller works. The maximum number of oversized canvases that can be accommodated is about five in addition to five small or medium-sized works.

Hooks, chains, a footstool and material for attaching labels to the wall will be supplied. Nails cannot be hammered into the wall.

Again, artists are advised to view the space ahead of time.

### ***REMOVAL OF ARTWORK***

A time for the removal of your work will be arranged when you deliver your art.

Please call the Fine Arts Librarian if you have any questions regarding any of above information.

(905) 546-3200 (ext. 3405).

#### **8-1 DISPLAYS AND EXHIBITS POLICY**

The library provides occasional exhibit space to individuals or groups wishing to display works of art, crafts and other relevant objects.

The Hamilton Public Library reserves the right to refuse to display any items considered by it to be inappropriate and/or unsuitable to or for a library environment and/or the public served by the library.

The library does not pay exhibit fees to a group or individual.

Permission for an individual or group to exhibit does not imply an annual exhibit.

The sale of items is not permitted. Prices may not be attached to individual works. The exhibitor may leave a price list at the 4<sup>th</sup> Floor Information Desk or supply a sign listing a contact person and telephone number where purchase inquiries can be made.

