

KNOX GALLERY Monterey Library

Exhibition Protocol

Artist: _____

Phone/email: _____

Exhibit working Title: _____

ALL GALLERY WORK MUST TAKE PLACE DURING LIBRARY HOURS

Artist Responsibilities:

- **Sign Artist Agreement and Protocol four months prior to opening date**
 - If this is a group exhibition, each artist must sign a copy of Artist Agreement and one member of the group should be chosen as contact person for the group.
- **Submit 12 weeks prior to opening date:**
 - PROVIDE DEFINITE TITLE asap
 - brief written bio
 - artist statement
 - statement re: the exhibits you have visited at Knox Gallery.
 - 2 professional quality, high-resolution jpeg images [one photo should include artist/s if possible]
 - Submit one photo large enough to print for posters (300d pi at around 6-7" max direction) which you should submit at least **8 weeks** before the opening date.

Exhibit installation:

- All work must be original. Giclée, digital or xerographic reproductions of works will not be included [unless the work was originally created in a digital format or as a photograph.]
 - provide work ready to hang -- tightly wired with sturdy wire.
 - Drop off work at the gallery as specified by gallery committee [a few days prior to opening –to be arranged- usually Tues/Wed]
 - provide price/inventory list with work when submitted. (as Word document via email, please) Include title, price, medium, and date for each piece AND contact information for sales inquiry
 - Make sure work has sturdy tags on the back that identify each piece, AND easily removeable tags that can be seen from the front. (Tags visible on front will be removed prior to opening.)
 - allow work to remain in Knox Gallery until end of exhibit
- **Opening reception** usually Friday or Saturday evening after installation during library hours to be arranged between artist and gallery committee. The artist is responsible for purchase and set up of food and soft drinks. Friends of the Monterey Library will provide up to \$75 reimbursement (with receipts). *note: alcoholic beverages are not allowed*
 - be present during reception hours
 - be available to help set up/ clean up at end

- provide flowers or other decorative objects as desired
- **Exhibit closing:**
 - take down and remove all artwork on removal date [to be arranged, usually Monday or Tuesday, during library hours, after posted closing date]
 - assume all responsibility for negotiating and finalizing any sale of artwork
 - make suggested tax-deductible donation to the Friends of the Monterey Library equal to 25% of all gross sales made as a result of the exhibit. [make check out to Friends of Monterey Library; please note on check that amount is donation from sales at Knox Gallery.]
- **Artist optional:**
 - send additional exhibit invitations, email, publicity, social media
 - please let us know if you would like to put up posters in local area so that we can print a few extra copies.

Knox Gallery Committee Responsibilities:

- **Promotion:**
 - write press release
 - submit to Monterey News, Berkshire Eagle, Berkshire Edge, Rogovoy Report, iBerkshires, others
 - send eblast to Friends of Monterey Library & Knox Gallery email list
 - post notice of exhibit and photos of installation on Knox Gallery Facebook page
 - make poster 11"x 8.5"
 - post posters on the Monterey library bulletin boards
- **Exhibit opening/closing/coordination**
 - insert poster and submitted bio in record book of showing artists located in Gallery
 - provide Knox Gallery guest book for signing
 - direct and coordinate installation and exhibit removal
 - prepare price list [according to information submitted by artist]
 - when possible, help set up opening reception
 - refer parties interested in purchasing artwork to the artist

Artist has read and understands this Protocol, and acknowledges it as the "Knox Gallery Exhibit Protocol" referenced in Knox Gallery/ Monterey Library Exhibition Agreement

Artist's printed name/ signature

date