

## THE LITTLE ART GALLERY AT WESTMINSTER TOWN HALL

### Application for Exhibit Space

The exhibitor will follow the "Guidelines of Westminster Cultural Council" document in its entirety. The artist may display their own original artwork. No copies of other artists' works will be permitted.

The exhibitor (not the Westminster Cultural Council or the Town of Westminster) will assume the risk of loss or damage to materials exhibited, as no insurance is provided. The exhibitor should consider purchasing insurance if concerned about security.

The exhibitor must hang and remove the exhibit on the agreed upon dates under the guidance of a Westminster Cultural Council member during normal Town Hall business hours. The exhibit will be hung, intact, through to its end date.

Artwork should be hung only with the hanging system provided, and be framed, gallery wrapped, and/or matted. No tape, nails, screw, holes, or standing easels or works on the floor are allowed. Taped numbers are to be placed on the artwork, not on the wall of the gallery.

Subject matter should be appropriate for public viewing by gallery visitors of all ages. The Westminster Cultural Council reserves the right to judge whether show material is acceptable.

The WCC has no restrictions on selling your work, and a price list may be included for buyers to view. Price lists are only allowed in the display box provided inside the gallery. All transactions are between the seller and the purchaser with no involvement from the Westminster Cultural Council or Town of Westminster. Items sold may not be removed before the end of the show without prior arrangements with the Westminster Cultural Council.

#### Exhibitor Information

Artist/Group Name \_\_\_\_\_

Contact Person (if a group) \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Date of hanging \_\_\_\_\_ Removal \_\_\_\_\_

I have read and will abide by all the guidelines and conditions set by the Westminster Cultural Council for the Little Art Gallery at Town Hall.

Applicant Signature:

Date: \_\_\_\_\_

Mail to: Westminster Cultural Council, 11 South St., Westminster, MA, 01473

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### **GUIDELINES OF WESTMINSTER CULTURAL COUNCIL**

Artists must sign an "Application for Exhibit Space" in order to exhibit in the Gallery at Town Hall.

The artist may display their own original artwork. No copies of other artists' works will be permitted.

Individuals or groups may apply to use the art gallery. One person, group, or theme-based shows will be considered with one person from a group to be designated as the contact person with the Westminster Cultural Council. At this time, only Westminster residents or organizations are eligible to exhibit in the gallery.

Artworks may only be hung with wire (no saw-tooth hangers). There are also a limited number of hanging clips for un-framed matted pieces. No tape, nails, screws or holes in the wall are allowed. All artwork should be framed, gallery wrapped, or matted, and hung using the hanging system provided,

No easels or artwork on the floor will be allowed.

Artists are urged to visit the space prior to hanging their artwork as wall space is quite limited. There is no provision for 3-dimensional work or any other artwork hung in any way other than the methods listed above.

Artists will include an 8.5x11" vertical artist statement, an 8.5" x 11" vertical card announcing their exhibit (to be hung in the hall outside of the gallery), business cards if available, and price lists if needed. The artist should provide number stickers corresponding to the price list. These stickers must be applied to the artwork or frame, not to the wall.

Price lists must be displayed only in the wall-hung document display box provided inside the gallery. Numbers to identify works on the wall corresponding to the price list are to be attached to the artwork, not the wall of the gallery.

Due to the fact the Town Hall's primary function is serving all the residents of Westminster during work hours, no opening or closing event will be feasible. The exhibit must be hung, intact, through to the show's end date.