



Welcome Artist!

The Urbandale Public Library Art Gallery Committee is excited about your upcoming exhibit in our gallery! The gallery has proven to be a popular community asset, showcasing a wide variety of visual arts and attracting hundreds of visitors each year. Exhibiting the art of talented artists like you contributes to the gallery's success.

We hope the following information will make the exhibition process easier for you:

### Promotion

- publicize your exhibit and reception through your preferred marketing channels
- provide the following promotional items to Brianna Ryan, [bryan@urbandale.org](mailto:bryan@urbandale.org), at least 30 days prior to your exhibit for posting on websites and social media sites and/or for display in the gallery:
  - 2-3 digital images of your artwork
  - 1-2 paragraph description of the exhibit, including title
  - an artist or biographical statement
- if available, please bring business cards, postcards, and/or bookmarks when you install your exhibit

### Contract and Waiver

- complete and sign an Exhibit Contract and Waiver and drop off/ mail it to the library or scan and send it to Brianna Ryan, [bryan@urbandale.org](mailto:bryan@urbandale.org) at least 30 days prior to your exhibition

### Inventory

- create and send an inventory of work (Excel or Word docs preferred) including artwork name & price (artist name if a group show) to Brianna Ryan, [bryan@urbandale.org](mailto:bryan@urbandale.org) at least 7 days prior to the exhibit. The library staff will create identification tags to be hung with the exhibit from this list

### Install and Dismantle Exhibit

- installation will be on the first Sunday of the exhibit and dismantling will be on the final Saturday of the exhibition
- schedule your install and dismantle time 14 days prior to your exhibit with Charlotte Sailors, [char.saliers@gmail.com](mailto:char.saliers@gmail.com)
- 2-dimensional artwork must have hanging wires securely installed—plastic coated gallery wire is recommended, (see policies for details)

### Artist Reception

- receptions are optional and can be held on a Sunday afternoon from 1-2 p.m. during your exhibit. To ensure availability of space, please contact Brianna Ryan [bryan@urbandale.org](mailto:bryan@urbandale.org) at least 60 days prior to the installation of your exhibit to lock down a Sunday reception date.

### Selling Art

- the artist is responsible for arranging sales, please provide your contact information for inquiries
- a 10% donation of all sales is requested and should be made to the Urbandale Public Library
- sold artwork must remain on display until your exhibit closes

**All forms and artist information must be emailed to Brianna Ryan, [bryan@urbandale.org](mailto:bryan@urbandale.org) following the timeline provided in order for your artwork to be displayed.** We look forward to working with you and showcasing your talent!

## Timeline

### 60+ Days Prior to Exhibit

- If opting to hold a reception- include preference for Sunday reception date to Brianna Ryan, [bryan@urbandale.org](mailto:bryan@urbandale.org).
- Publicize your exhibit and reception through your marketing channels

### 30 Days Prior to Exhibit: Please email all of these documents to [bryan@urbandale.org](mailto:bryan@urbandale.org).

- **Exhibit Contract and Waiver**
- 2-3 digital images of artwork
- 1-2 paragraph description of exhibit, title
- Artist or biographical statement

### 14 Days Prior to Exhibit

- Schedule your install and dismantle times with Charlotte Saliers [char.saliers@gmail.com](mailto:char.saliers@gmail.com)

### 7 Days Prior to Exhibit

- Inventory of work [bryan@urbandale.org](mailto:bryan@urbandale.org).