

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 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
* e-mail items to Brianna Ryan, [bryan@urbandale.org](mailto:bryan@urbandale.org) and to Emma Thomas-McGinnis, [emma@etmcreative.com](mailto:emma@etmcreative.com)
* promotional items must be received at least one week prior to the opening date of your exhibit
* 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](http://www.urbandaleartgallery.com/uploads/1/2/3/8/12387576/urbandaleartgallerycontract.pdf)
* e-mail the form to the library director, Nicholas Janning, [njanning@urbandale.org](mailto:njanning@urbandale.org)
* the form must be received no later than the installation date of your exhibit

**Inventory**

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

**Install and Dismantle Exhibit**

* schedule your install and dismantle times with Gina Jasionowski, [gina@WeAreCreativeGeniuses.com](file:///C:\Users\lsauser\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\6LG1TYE6\gina@WeAreCreativeGeniuses.com), 847-722-0885
* install and dismantle dates and times must be arranged at least two weeks prior to the opening date of your exhibit
* 2-dimensional artwork must have hanging wires securely installed—plastic coated gallery wire is recommended, (see policies for details)

**Artist Reception**

* traditional artist receptions are currently not allowed due to Covid restrictions, but please contact Brianna Ryan if you are interested in presenting a virtual program or modified reception [bryan@urbandale.org](mailto:bryan@urbandale.org)

**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

Please contact any of the individuals listed above if you need additional information. We look forward to working with you and showcasing your talent.