

Stier Family Gallery @ Thomas Memorial Library Gallery Overview

Thanks for your interest in exhibiting at the Stier Family Gallery @ Thomas Memorial Library. This document will provide you with an overview of the space and the procedures. Refer to the Thomas Memorial Library Gallery Policy for more detailed information.

Gallery Space

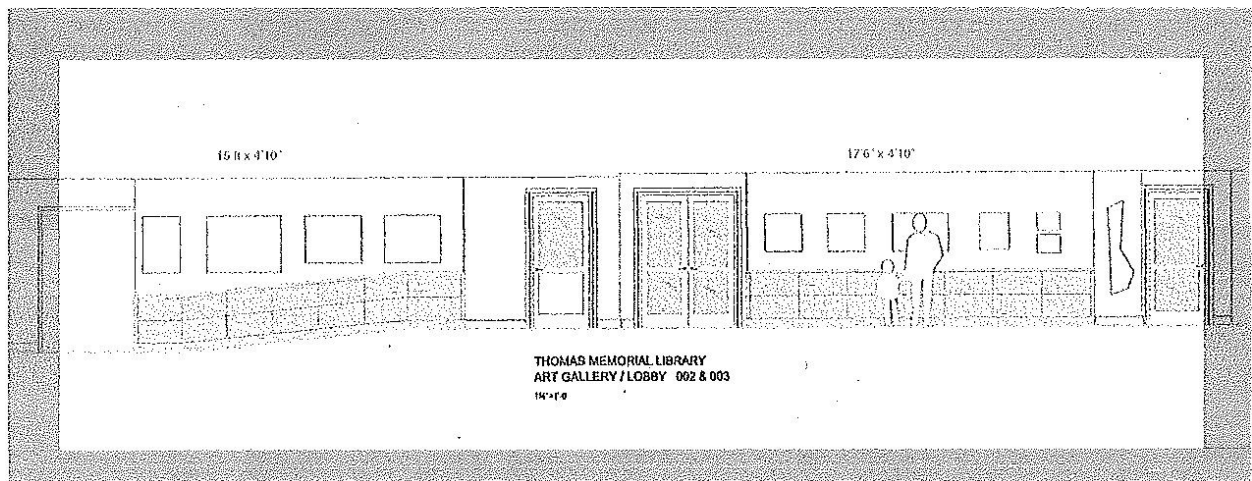
The Stier Family Gallery is located on the lower level of the Library. Two wall sections are equipped with a hanging system for wall art. Additionally, there are five glass front display cases.

Measurements:

Wall Display Area 1: Approximately 15' by 4' 10"

Wall Display Area 2: Approximately 17' 6" by 4' 10"

Five connected display cases with glass top and glass front (top opening is lockable)
Each case is 10" deep by 32" wide by 23" tall



There is a small seating area in front of the glass front cases at the bottom of the staircase and a small public kitchen in the hallway adjacent to the gallery space.

Application Process

To be considered for an exhibit in the Stier Family Gallery, please submit an application to the Library Director. Once that is submitted, the Library Director will contact you for any additional information and to confirm your exhibition. Applications are accepted

throughout the year. Exhibits run for one month; months to display are available on a first-come, first-serve basis. Contact the Library Director for an updated schedule of availability.

Publicity

It is largely the responsibility of the artist to publicize the exhibit to the Cape Elizabeth community and beyond, through signage, press releases, or other means.

The Library will post promotional materials regarding the exhibit and/or reception:

1. Within the Library building
2. On the Library's website and/or social media outlets (including email newsletter)
3. Will be submitted with other Library events to the Cape Courier. *Please note: the Library cannot guarantee submissions to the Cape Courier will be printed.*

The Library must receive promotional materials from the artist at least 2 weeks prior to the exhibit opening for methods 1 and 2, and at least 4 weeks prior to the opening for method 3. The Library reserves the right to edit any submitted promotional materials.

Hanging Your Exhibit

The Library provides a cable hanging system for the two walls. A Library Staff member can show you how the cable hanging system functions. Use of any other hanging methods such as nails, brads, tacks, tape, or adhesives are prohibited. Title cards can be placed on the wall using provided putty.

Exhibits can be hung beginning on the first day of your month. Please coordinate a time with the Library to hang the exhibit. The Library has extra cables, wall putty, step stool, and the display case locks.

Reception

If you wish to hold an opening reception for your exhibit please contact the Library Director for additional information on how to make this happen.

Sale of Art

Art on display during a show may be purchased. If you wish to sell your piece, please provide a price list to the Library and leave a price list in the exhibit area. Once an item is purchased, it must remain on display throughout the duration of the show. The item may be marked as purchased with a red dot (available from the Library). The exhibitor will pay a 10% commission on the total sale price of items sold during or as a result of the display in

the library. Payment shall be made to the Town of Cape Elizabeth, in the form of a check. For more information on sales, please refer to the Thomas Memorial Library Gallery Policy.

Taking Down an Exhibit

Exhibits need to be removed by the end of your month. Please coordinate a time with the Library to take down an exhibit.