

Proposals for display of artwork in the Lobby Gallery, located within the Meeting Center at McAllen Public Library, must comply with the guidelines set forth in Exhibit I, below. Applications that are incomplete will not be considered.

EXHIBIT I

1. Proposals must be emailed to Kate P. Horan, MLS, Library Director, at khoran@mcallen.net and must include the following application information:

ARTIST'S INFORMATION

Artist's Full Name: _____

Mailing Address: _____

Email: _____ Phone #: _____

Website/Blog/Social Media: _____

EXHIBITION INFORMATION

Exhibition Title: _____

Proposed Installation Date: _____ Proposed De-Installation Date: _____

Submit photographs of all artwork in the proposed exhibition. Check a box below to indicate how photographs will be submitted:

As an attachment On a Portable Drive

Website or Link: _____

SUBMIT THE FOLLOWING AS ATTACHMENTS (CHECKMARK IF INCLUDED)

Artist's Biography in English and not to exceed one page in length

Artist's Statement in English and not to exceed one page in length

Representative .jpg image for promotional purposes

List of each work in the exhibition with its respective value

A signed and dated copy of this document

2. McAllen Public Library reserves the right to select proposals for display of artwork in the Library's Lobby Gallery.
3. The proposed exhibition must be comprised of 20-25 works, depending on the size of pieces, and must reflect coherence of topic or style, and be ready to hang.
4. Proposed artwork must be for a general audience.
5. Artwork must be the artist's or artists' original work. Group shows will be considered if they reflect a consistent theme.
6. Artwork must be wall pieces, such as paintings, drawings, photographs, printmaking, or low relief sculptures.
7. Artists are responsible for creating and installing text labels to accompany the artwork.
8. Prices will not be posted alongside the work. The Library will direct prospective buyers to contact the artist for sale arrangements.
9. Artists or the artist's designee must install and de-install their own exhibition, using only Library-approved hardware, which will be provided by the Library.
10. Artwork must be framed or finished at the edges and not have protruding parts that would interfere with traffic or invite vandalism. Delicate surfaces, such as works on paper, must be protected.
11. No works included in an exhibition shall be removed from the Lobby Gallery before the final day of the exhibition, unless otherwise agreed to by the Library Director.
12. By displaying artwork in the Library Gallery, artists agree that all works in their exhibition may be photographed, videotaped, telecast, shared on social media, and reproduced for fair use purposes, such as, exhibition publicity or educational purposes.
13. Artists displaying artwork in the Library's Lobby Gallery will be required to execute a Waiver and Hold Harmless Agreement, which the Library will provide.
14. The Library will notify artists by email if their proposal has been selected and will also provide them with an exhibition schedule.

Sign & Date

By exhibiting artwork in the Lobby Gallery , located within the Meeting Center at McAllen Public Library, I, _____, agree to adhere to all Exhibition Guidelines set forth for the Lobby Gallery.

Date: _____