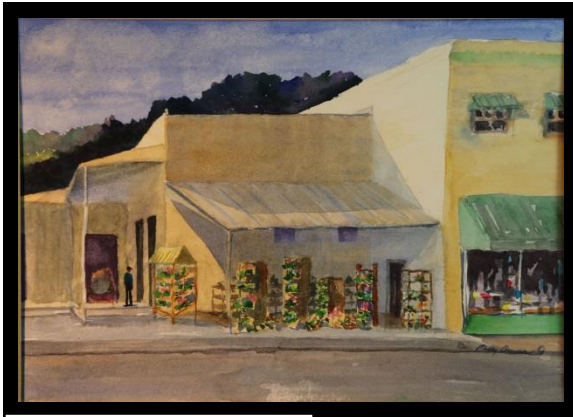


Morristown Art Association Library Display Guidelines

Following are the guidelines for hanging 2-dimensional art in the art racks near the entrance and on the Upper Ramp leading to the Children's Library at the Morristown-Hamblen Library.

1. You must be a current MAA member.
2. Art must hang for at least 2 months.
3. You may hang with a friend.
4. There are metal hooks provided. You are responsible for hanging your own art. Hooks are to be left when you remove your art.
5. You must provide a framed Biography (at least 8- by 10-inch) to hang along with your paintings
 - a. Short Biography
 - b. Contact information should someone want to purchase your art
 - c. A photo of the artist
6. A 3- by 5-inch or 4- by 5-inch index card should be attached **to the lower, left, front corner of each painting or to the side/bottom of another type of artwork to include (See example at end)**
 - a. Title
 - b. Medium
 - c. Price (if for sale) or mark NFS
 - d. Name of Artist and contact information (especially, If more than one artist is displaying)
7. **DO NOT ATTACH ANYTHING TO THE WALLS.**
8. Hang as close to eye level as possible.
9. For items hung on the ramp, the paintings will be hung approximately eye level with each painting going on a slope down the ramp. You may want to hang your biography and photo at the beginning of your work on the ramp as well.
10. Two-dimensional art only should be shown in your hanging exhibit—paintings, artistic photography, computer-generated art. There is no limit to the size for your personal exhibit.
11. All art must be your original work.
12. Approximately 24 to 36 pieces of art makes for a good display. More may be hung if the pieces are relatively small.
13. If you choose, place a poster on an easel announcing your show right inside the entrance near the racks.
14. Provide your photo and biography for submitting to a newspaper release.
15. You may need the following items for hanging your art
 - a. Index cards for Identifying each piece of art along with tape for attaching to you art
16. Read and sign the attached General Artist Library Display Agreement: Turn in to a MAA member to be filed.



Ramsey's Farm Market
Watercolor
\$300
Peggy Brewer
423-312-8325

Add Hooks Here
For Attaching wire

Back of Painting

Above is Example For Labeling

GENERAL ARTIST LIBRARY DISPLAY AGREEMENT

The Morristown-Hamblen Library (hereafter referred to as "Library") agrees to display artwork created and/or owned by individuals and/or independent organizations (hereafter referred to as "Artist") that are not affiliated with, funded by, or operated by the Library. The following guidelines and rules apply to any displays authorized by the Library.

1. The display should be hung according to museum-type displays. The middle of the painting should be as close to eye level as possible and spaced no closer than 8 inches apart. The displays will be hung in the periodical room and on the upper ramp. All paintings should have a title and price attached. An 8 x 10 framed bio sheet with photo of the artist should be hung at the entrance of the exhibit.
2. All displays must be suitable for viewing by the general public including families and/or children. If artwork is not made available for preview at the time approval for the display is granted, the Library reserves the right to revoke approval, in part or in whole, for the display at any time up to and including the display start day once the artwork is available for viewing. In case of any dispute between the Library and Artist about the suitability of a particular display, a final decision will be made by the Library Board of Trustees. Decisions by the Board shall be final.
3. Displays will be placed at the Library for a period of time not less than four (4) weeks nor longer than three (3) months.
4. The Artist understands that the Library is a public facility that is open to all individuals. While the Library agrees to exercise reasonable care to ensure the safety of all displayed artwork, the Library facility does not have a security system in place to safeguard the items to be displayed, nor does the Library employ security staff. As such, the Library cannot guarantee with absolute certainty that any artwork will be completely secured against theft, damage, or other harm.

The Artist agrees to assume all risk of loss and to release and hold harmless the Library, its officers, agents, and employees from and against any and all claims, suits, demands, actions, lawsuits, damages, fines, judgments, losses, liability and expense, including attorney's fees and litigation expenses, for loss or theft of, damage to, or destruction of property in whole or in part arising out of, connected with, or in any way associated with the activities of the Library, its employees, or its subcontractors related to the display of any artwork under this agreement unless caused by the gross negligence or willful misconduct of the Library, its officers, agents, or employees.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE LIBRARY. I VOLUNTARILY AGREE TO DISPLAY ARTWORK UNDER THE NOTED CONDITIONS AND SIGN THIS FORM OF MY OWN FREE WILL.

_____ Signature of Artist _____ Date

Street Address

City

State/Zip

Phone