

PST/PCL EXHIBIT INSTRUCTIONS

QUICK REMINDERS

- Artwork Information is due to Jack – Friday, April 14 – just TITLE, MEDIA, SIZE, PRICE, please (a photograph is optional)
- Installation - Friday, April 28, 11:00 am
- Exhibit Dates - Saturday, April 29 – Sunday, May 21
- PST Kickoff Party - Friday, May 5, 5:00 – 7:00 pm
- Removal - Monday, May 22, 10:30 am

ARTWORK MUST BE READY TO HANG – and must be compatible with the Walker display system to avoid damage to the work or injury to visitors:

- Size Limitation – 24” wide x 30” high
- Hooks — D-hooks or eyelet screws must be secured onto the frame
- Wire — Strong picture-hanging wire is required
- Sawtooth hooks MAY NOT be used

Please make sure that your artwork is labeled to identify the **TITLE** and **ARTIST**

3D/SCULPTURE/FREESTANDING ARTWORK

Artists submitting 3D art are responsible for providing their own display equipment (e.g. tables, pedestals, easels, specialty framing).

ARTWORK MUST BE FOR SALE. 100% of the sale price goes to the artist.

ART SALES/DISCLAIMER FORM:

The information you provide will allow us to create an individual form for you. We'll ask you to initial the form and confirm that the information is correct when you drop off your artwork at the Library.

GENERAL EXHIBIT INFORMATION

- Hours for viewing the exhibit will be within the hours that the library is open and not being used for a scheduled meeting. On the days of the Tour (May 13 and 14), Preview Exhibit will be open 10:00am – 5:00 pm (same as the Tour hours).
- The library is responsible for collecting payment for all sales. Payment to the artist will be made within 30 days of the end of the exhibit. **Remember that this year 100% of the sale price goes to the artist. The PST will make a donation to the Library to cover the cost of commissions.**
- No insurance or security is provided and the library can assume no responsibility for lost, stolen or damaged artwork.