

Exhibit Guidelines and Release Agreement

Chatham Area Public Library District

Insurance: The Library's insurance policy is only able to cover items that are owned by the Chatham Area Public Library District. Artists must provide their own insurance coverage. This release agreement releases the Library District from any responsibility for any items that may break, be stolen or lost. For more information, please contact Library Director, Amy Byers.

Publicity: CAPLD reserves the right to photograph all exhibited works and submitted images and to reproduce images for website, educational, and/or publicity purposes.

Jurying: The show will be juried by CAPLD's Art Committee with assistance from Library Staff and Boards. The **jury will look at digital files of the art piece submissions** to determine which pieces will be accepted into the show.

Submissions require either a **.jpeg format** emailed to arts@chathamlib.org (Please include your name and # of pieces in the subject line) or **submission online through the registration portal** on our website. **A brief biography must also accompany any submission.**

Shipping/Receiving: Once accepted into the show, artists are responsible for bringing pieces to the Library during business hours. If drop-off arrangements are needed outside of Library business hours, artists may contact arts@chathamlib.org with their request. Any artwork not retrieved 90 days after the conclusion of the show will become the property of CAPLD. All art must be delivered to the Library to the Library Director or designated Library staff.

Sales: The Chatham Area Public Library will in no way act as an agent for the sale of art works lent for the exhibit. The Library will compile a listing of all artwork in the show with contact information and prices. Business cards are also welcome.

I have received and read the Chatham Area Public Library District's Art Exhibit Guidelines and agree to abide by its rules and regulations. I understand that by signing this form, I release the Chatham Area Public Library District's Library Board of Trustees and staff from any destruction, loss or theft that may result from displaying my artwork at the Library. This includes throughout the display time, the installation or removal of the exhibit.