

**Gallery Guidelines and Application for
East Haddam Art League Gallery at the East Haddam Town Municipal Building**

We are pleased that the town of East Haddam has granted EHAL wall space in their meeting room to display and sell our art. Many organizations hold meetings in this room and will be able to view the work that is exhibited. If you are an EHAL member and are interested in showing your work here please contact Amy White, our gallery manager at 860-345-2864 or by email at awhite19@snet.net

1. Exhibiting work is free to EHAL members.
2. Entry requests will be scheduled on a first come first served basis or by the manager's choice.
3. EHAL has the right to determine what is appropriate for the exhibit; please no controversial, political, or nude artwork. Age-appropriate work only. The gallery is unable to accommodate medium to large sculptures at this time, we will be able to show small sculptures hopefully soon depending on display availability. Our showing of our work represents our town, our community, & our hope to inspire.
4. The rotation will be every four months.
5. **Artwork must be framed and wired ready for hanging. Please no saw-tooth hangers. Deep gallery wrapped canvases are acceptable if they are painted on all four sides and properly wired. No work secured with tape/duct tape will be accepted.**
6. There are approximately 20 spaces for hanging, we are asking that you bring one or two works to display but can only guarantee that there will be room for one painting. What's ultimately chosen for display is at the discretion of the gallery manager. All art not to exceed 18" x 24" not including the frame and must not weigh more than 20 lbs.
7. Each artwork needs to have two areas with EHAL exhibit information:
FRONT: Neatly print on provided formal EHAL (business card size) exhibit card, the artist's name, title, medium, telephone number, **without the price listed**. At the municipal building, it will be placed in provided plastic sleeve and taped to lower left corner of artwork.
BACK: Cut out an exhibit card from provided photocopied sheets and neatly print the artist's name, title, medium, telephone number, price of artwork, and tape to the back of artwork.
8. The East Haddam Municipal Office personnel will NOT be involved with any sale of work.
9. I understand and agree to hold harmless East Haddam Municipal Office and the East Haddam Art League for any loss or damage to any work of art displayed. This also applies to artwork that is not picked up at the designated time and which the manager must remove and store at another location. In the event a second piece of art is not displayed for lack of space it will be removed from the Municipal Building by the Manager and the artist contacted for pick up arrangements ASAP.
10. **Please** note that if any artwork is sold during the show and the artist wishes to remove the sold piece, they must replace the sold piece with another comparable piece of their artwork for the remainder of the show. I will make an appointment through the selectman's office, and we would need to meet at the Municipal Building and switch the artwork together on the arranged date.
10. All sales will be handled between the artist and the client; the Municipal Building refuses all transactions involving them.

I agree to and will abide by the above guidelines.

Signed _____ Date _____

Printed Signature _____

Address _____

Phone _____ Email _____

Date of Exhibit Start _____ Date of Exhibit End _____