

CHARLTON PUBLIC LIBRARY

Exhibit/Display Application and Release Form

The application to exhibit at the Library has two parts: the artwork application form and the release form. Make sure to complete both parts; an application is not complete without both of them. Group shows should designate one member to complete the application process for the group.

Application Form Part 1: Artwork

- Email high resolution images (jpg, png, or similar) of all works you plan to include in the exhibit to cpldirector@cwmars.org with the subject line: Exhibit Application. Alternatively, you may drop off or mail a USB containing the images directly to the Library. Group shows should include all works by all members that may be included.
 - Send the images via a zipped folder or send a link to a shared Google Drive folder
 - Use this file naming format: Number_LastName_Title
 - Example: 1_Smith_SelfPortrait

Application Form Part 2:

- Complete the Library's Application Form
 - You can apply online at <https://forms.gle/aYq2XwjzT4cFMroB7>

First name _____

Last Name _____

Email _____

City of Residence _____

State of Residence _____

Have you exhibited with us in the past? _____

Title of Proposed Exhibit

A numbered list of all works, including the artist's name, title, dimensions, format, and year

Example: 1. Smith, Self Portrait, 12×16 inches, oil on canvas, 2024. The numbers in this list must match the numbers of the images you submit.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Artist statement and/or description of work in this particular exhibit (one paragraph)

[illegible]

A resume or artist bio about your art generally. For group shows, please submit a description of the group.

[illegible]

Your availability to exhibit in the application’s time period—please tell us both which months you are available and which months you are unavailable.

Preferred Area(s) for the Exhibit (circle one): Community Room / Foyer

Release Form:

I, the undersigned, hereby acknowledge that I have read and understand the Charlton Library’s Exhibit Policy. I will agree to follow all rules outlined in said policy.

In consideration of the privilege of exhibiting these works of art or other materials in the Library, I hereby release the Charlton Public Library from responsibility of loss or damage while they are in the possession of the Library.

I understand that the Charlton Public Library does not take responsibility for the security of exhibited items, and that the Library does not assume responsibility for damage or theft of any items on display.

All items placed in the Library are done so at the owner’s risk, and the Charlton Public Library does not offer any type of insurance coverage or accept any responsibility for the exhibited items in the Library.

I understand that it is my responsibility to set up and take down the exhibit at the agreed-upon day and time. If the item(s) are not removed at the determined removal date, the Charlton Public Library may remove the item(s) and place them in storage. The Library does not assume any liability for the removal of the items or storage. This includes loss or theft.

Signature of Exhibitor

Date