



The following *Guidelines* have been written to assist members of The Yarmouth Art Guild in presenting their artwork in a professional manner. An attractive display of members' artwork will enhance sales and will speak well of our Guild. All exhibitors are expected to adhere to the printed Guidelines as well the seasoned advice of the specific Site Coordinator.

Sites	Coordinator	Email Address
Cape Cod 5	Carol Livingston	livicapecod@verizon.net
Oliver's Restaurant	Lee Nemmers	mertales@gmail.com
South Yarmouth Library	Rae Rylander	raseahunt@comcast.com
Yarmouth Town Hall	Elaine Giberti	egiberi47@gmail.com
Dennis Library	Library instructions/forms attached (Page 2 & 3).	

- All paid YAG members may sign up to exhibit their artwork. There is no fee; however, all sales will be subject to a 15% commission payment to YAG. All sales must adhere to MA sales tax charge of .0625% to be collected at time of sale.
- Exhibitor must once again contact the Site Coordinator 2 weeks prior to confirm their set up date, time to meet, the take down date and confirm details. Exhibitor should confirm hanging date appointment the day before with an email or phone call. Failure to contact Site Coordinator will result in cancellation of your exhibit and YAG will find a new exhibitor. If unable to reach the Site Coordinator, contact a YAG Board Member.
- Do not contact the site directly as the *Site* itself will not have all the important necessary YAG information. This ensures a smooth process for all. There is an exception to this rule – The Dennis Library handles all YAG displays directly. They have a separate set of procedures, which will be attached. Note that the contact person is subject to change. You will be advised when you call library.
- Site Coordinator will be present when you are first setting up. The Site Coordinator can stay the whole time or briefly (provided the YAG artist is a seasoned experienced exhibitor). This will ensure the exhibitor is hanging art in accordance with the site requirements and the YAG Guidelines.
- All art being displayed should be of high quality, properly framed and wired. Tags should be affixed with clearly printed information with name of work, medium, artist's name and price. Exhibitor may promote art display in social media.
- If necessary, the Site Coordinator may choose to deny any artwork that does not follow the site regulations or YAG guidelines. If exhibitor is a new member, Coordinator may request jpegs of artwork to facilitate process.

Reasons for rejection may include (but are not limited to), art that is not properly framed, wired or gallery wrapped. Art should not contain offensive images, provocative subjects, or art that is intentionally shocking or jarring in nature.



DENNIS PUBLIC LIBRARY MEETING ROOM ARTIST CHECKLIST

Town of Dennis P.O. Box 2060, South Dennis, MA 02660 /Phone: 508-394-8300 Fax: 508-394-8309

Congratulations on being selected to display your art work at Dennis Public Library.

Here's a quick list of contacts and things to do to make your experience at the Dennis Public Library go smoothly. Primary Contact: Nicole - dennispubliclibrary@gmail 508-760-6219 (Scheduling, publicity and questions), Library Address: 5 Hall Street Dennisport, MA 02639

Meeting Room wall hanging system: Walker Display picture hanging system What we need from YOU:

1. Paperwork – What every artist loves...paperwork! We need these two forms completed, signed and returned (mail or e-mail) before anything else: Liability form - Sales Policy form
2. Information about you – please e-mail the following electronic files for publicity: Brief Bio (MS Word) – Digital images of your work (.jpg preferred)
3. Schedule – we'll contact you (or you can call us) about a month before your scheduled to display your work to set-up the following - Hanging date and time- Reception date and time if you're planning one (see guidelines below) - Take-down date and time
4. Walk through – You're welcome and encouraged to view the Meeting Room when it's not in use to plan your display

What we provide: A public space to hang your work Publicity – Press release distributed to media outlets- A flier for in-house distribution and sent to the following libraries: Dennis Memorial, South Dennis, West Dennis, East Dennis, Harwich, South Yarmouth, and Brewster - A post to library's website

Guidelines for Reception

- If artists choose to have a reception, they must schedule a date and time with the Library to reserve the Meeting Room. The Library will work to accommodate their first request date and time, but library programs do take precedence.
- Artists are responsible for planning and executing their reception. We will submit a press release and fliers for the event to our usual media outlets.
- Artists may use the kitchen and provide refreshments. No alcohol is allowed on Town property. General Guidelines for Artists
- We do not pay artists to display here.
- We do allow artists to sell their work and we do not collect commission. However, we cannot accept payment on the artist's behalf. The artist should prominently display their contact information, so that the public may get in touch with them personally.

Town of Dennis Release of Liability

Whereas, the Dennis Public Library located at 5 Hall Street, Dennis Port, Massachusetts provides as one of its services art displays for approved individuals, groups or organizations; and

Whereas, said display areas are located in public areas without the benefit of special security other than the general supervision of the Town personnel; and

Whereas, the undersigned voluntarily and without charge has agreed to or has requested to display its wares with the full knowledge and understanding that they will be displayed in public areas without the benefit of special security.

Whereas, in consideration of the public service being provided by Town of Dennis to the undersigned, the undersigned hereby releases and forever discharges the Town of Dennis, its employees, agents, associates and volunteers from any and all claims, damages, actions, or causes of action as the result of any damage to or theft of said wares placed upon display within the Dennis Public Library located at 5 Hall Street, Dennis Port.

Now therefore, I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand by signing this Form, I affirm that The Town of Dennis will not be liable for any theft or property damage to my property while on display.

Witness the hand and seal of the undersigned this _____ day of _____, 20__.

Artist/ Custodian Signature _____

Artist/ Custodian Address _____

Phone _____ Email _____ Date of

Exhibit _____ Work Medium _____

Art and Display Sales Policy

The Town of Dennis does not conduct nor profit from the sale(s) of art or other work on display in the Dennis Public Library located at 5 Hall Street, Dennis Port, MA 02639. Artists are welcome to offer their work for sale; artists should clearly label work with a price and contact information (or have a separate sheet with said information) so that sales can be arranged. Administration will not sell work, hold work, or collect money for work; the artist shall conduct all necessary sales transactions with the customer, including arrangements for the transfer of the work to the new owner.

The Town of Dennis does not charge a fee or commission for the sale of artwork. Artist's/
Custodian Signature _____ Date _____

