

# KNOX GALLERY, Monterey Library

## Exhibition Protocol

Artist: \_\_\_\_\_

Phone/email: \_\_\_\_\_

Knox Gallery Committee contact name: \_\_\_\_\_

Phone/email: \_\_\_\_\_

Exhibit Title: \_\_\_\_\_

Install Date: \_\_\_\_\_

Opening Date: \_\_\_\_\_ Reception Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**ALL GALLERY WORK MUST TAKE PLACE DURING LIBRARY HOURS**

### Artist Responsibilities:

- **Sign Artist Agreement and Protocol two months prior to opening date**
  - If this is a group exhibition, each artist must sign a copy of Artist Agreement and one member of the group should be chosen as contact person for the group.
- **Submit 6 weeks prior to opening date:**
  - brief written bio
  - artist statement
  - 2 professional quality, high resolution jpeg images [one photo should include artist/s if possible]
- **Exhibit installation:**
  - All work must be original. Giclée, digital or xerographic reproductions of works will not be included [unless the work was originally created in a digital format or as a photograph.]
  - provide work ready to hang with wire or D-rings
  - be present during installation [Wednesday or Thursday prior to opening ]
  - provide information for price list 1 week prior to installation \*(as Word document via email, please) Include title, size, price, and medium for each piece
  - provide contact information for sales inquiry
  - allow work to remain in Knox Gallery until end of exhibit
- **Opening reception** [usually Friday or Saturday evening after installation; Friends of the Monterey Library sponsor food/soft drink for reception catered by Monterey General Store]  
*note: alcoholic beverages are not allowed*

- be present during reception hours
- be available to help set up/ clean up at end if needed
- provide flowers or other decorative objects as desired
- **Exhibit closing:**
  - take down and remove all artwork on removal date [Monday or Tuesday after closing date]
  - assume all responsibility for negotiating and finalizing any sale of artwork
  - make requested tax deductible donation to the Friends of the Monterey Library equal to 25% of all gross sales made within 60 days and as a result of the exhibit. [make check o Friends of ML; please send check to a Knox Gallery member.]
- **Artist optional:**
  - prepare poster -- *notify Committee 6 weeks in advance of opening!!*
  - send additional exhibit invitations, email, publicity, social media

## **Knox Gallery Committee Responsibilities:**

- **Promotion:**
  - write press release
  - submit to Monterey News, Berkshire Eagle, Berkshire Record, Rogovoy Report, iBerkshires, Berkshire Creative, & others
  - send eblast to Friends of Monterey Library/Knox Gallery email list
  - post notice of exhibit and photos of installation on Knox Gallery Facebook page
  - make Poster [unless Artist provides] 11"x 8.5"
  - post 8-10 posters on PSA bulletin boards in Monterey and Great Barrington
- **Exhibit opening/closing/coordination**
  - insert poster and submitted bio in record book of showing artists located in Gallery
  - provide Knox Gallery guest book for signing
  - direct and coordinate installation and exhibit removal
  - label work and prepare price list [according to information submitted by artist]
  - help set up opening reception
  - provide refreshments for opening reception
  - refer parties interested in purchasing artwork to the artist

*Artist has read and understands this Protocol, and acknowledges it as the "Knox Gallery Exhibit Protocol" referenced in Knox Gallery/ Monterey Library Exhibition Agreement*

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Artist's printed name/ signature

date