

SNOW
Library
Established 1877

**APPLICATION FORM
FOR EXHIBIT SPACE
In the Marion Craine Room Gallery**

PLEASE RETURN COMPLETED APPLICATION TO CIRCULATION DESK AT SNOW LIBRARY, ATTENTION: MARION CRAINE ROOM GALLERY EXHIBITION COMMITTEE, ALONG WITH FOUR (4) SLIDES OR PHOTO PRINTS OF YOUR WORK.

PLEASE PRINT

Date: _____

Name of Exhibitor: _____

Street Address: _____

Mailing Address: _____

Telephone Number: _____

Description of Work: _____ No. of pieces: _____
Medium: _____

[NOTE: Maximum gallery capacity is approximately 40 pieces. – approximately 16" x 20" frame size.]

Month Preferred for Exhibit: _____

All installations are to be assisted by a Gallery Coordinator.

EXHIBITORS ARE REQUIRED TO COMPLETE THE FOLLOWING:

I have read and understood the Guidelines for Exhibitors including the Snow Library Policies for Exhibits and Receptions in the Marion Craine Room Gallery and hereby and forever discharge and release the Snow Library and the Town of Orleans; its employees, officers, agents, Board of Trustees, successors and assigns, from all claims, demands, damages, actions and/or causes of action which I may now have or may hereafter have arising out of my artwork (property of any kind) being exhibited at the Snow Library.

Signature of Exhibitor: _____ Date: _____

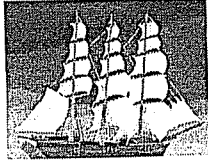
Signature of Witness: _____ Date: _____

Name and Address of Witness (please print): _____

FOR OFFICE USE ONLY:

Date exhibit is to be installed: _____

Date exhibition is to be picked up: _____



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POLICY FOR EXHIBITS In the Marion Craine Room Gallery

GOALS of the EXHIBITS:

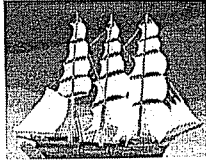
The primary purpose of the Marion Craine Room Gallery (MCRG) is to enrich the library experience and to broaden horizons by presenting a wide range of art, collections and displays and to support community cultural and artistic activities.

EXHIBIT SELECTION:

1. The MCRG will be available for one-month exhibitions by individuals or small groups. Applications are subject to review by the MCRG Exhibition Committee.
2. All artists will submit a completed, detailed application including representations of their work to the MCRG Exhibition Committee.
3. The following will be considered when approving applications:
 - **Subject, technique and style must be suitable for all ages;**
 - All work must be original;
 - Exhibits and displays must be educational, cultural or of a civic nature;
 - All exhibits and receptions must be free of charge and open to the public during regular library hours.
 - Preference will be given to artists living and/or working on Cape Cod and to programs sponsored by the library.
4. The MCRG Exhibition Committee has the right to cancel any exhibit should unforeseen conditions or situations arise.

The Snow Library Board of Trustees has the final authority for approving exhibits and reserves the right to prohibit any person or group from displaying artwork.

Amended by the Snow Library Board of Trustees, 06/2008

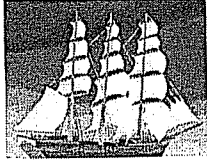


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GUIDELINES FOR EXHIBITORS In the Marion Craine Room Gallery

1. Exhibitors are responsible for installing and removing all objects displayed as defined in their application. There is no library assistance available for receiving, hanging or removal of artwork. All exhibits shall be prepared, hung, and dismantled under the supervision of the Exhibition Committee under the guidance of a Gallery Coordinator.
2. The gallery is equipped with the Walker Hanging System and the only tool necessary is a pair of pliers. NO holes may be put in the walls, and artwork may not be attached to any other surface in any way.
3. Exhibitors are encouraged to visit the Marion Craine Room Gallery prior to installation to determine how their exhibit will be arranged. A schematic drawing is available for determining how to hang/arrange the gallery to facilitate economy of time on the day of installation.
4. The exhibitor(s) shall be responsible for:
 - All insurance on the work
 - Appropriate framing and/or suitable displays for artwork
 - All publicity for the show and the reception
 - Set-up /take-down of room for reception
 - A comprehensive list of the artwork displayed with the pertinent information including name, telephone #, medium, size, and price. Labels for artwork must be taped to the frame or the wall. NO HOLES may be made in the walls. Tape for the walls will be provided by the Gallery Coordinator.
 - Exhibits must be of significant quantity to fill the space provided in the Marion Craine Room Gallery – approximately 40 pieces 16 x 20”.
5. The Library is not responsible for any damage to, or the theft of, any artwork exhibited. All items placed in the Library are done so at the owner's risk.
6. The Library will not provide storage space for the property of the exhibitors. Artists/groups who fail to remove their property on specified date may not be allowed use the Marion Craine Room Gallery in the future.
7. The exhibitor will be responsible for any and all damage to the Library caused by the installation and/or removal of their artwork. The Library reserves the right to request a fee from exhibitors for cleaning the gallery, if necessary.
8. Any exceptions to the exhibit regulations may only be made by the Snow Library Board of Trustees.
9. The Marion Craine Room Gallery is partially funded by donations from exhibitors. As the gallery space is free, donations to the Snow Library from exhibitors are much appreciated. A donation would be made payable to “Snow Library” at the completion of the individual exhibit.
10. Sixty days notice must be given to the Craine Gallery Coordinator if a cancellation of the show is necessary. If the show is cancelled without the required notice, the artist may not be able to show in the future.

Amended by the Snow Library Board of Trustees, 06/2010



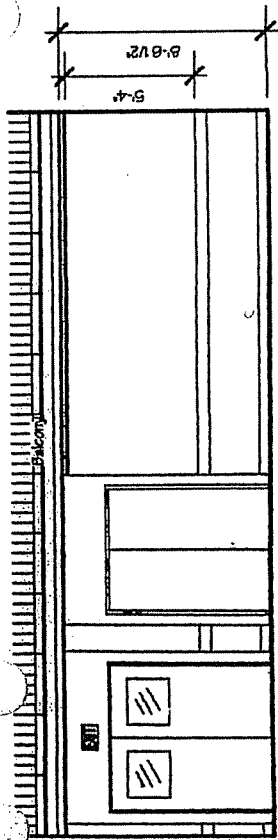
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POLICY FOR RECEPTIONS In the Marion Craine Room Gallery

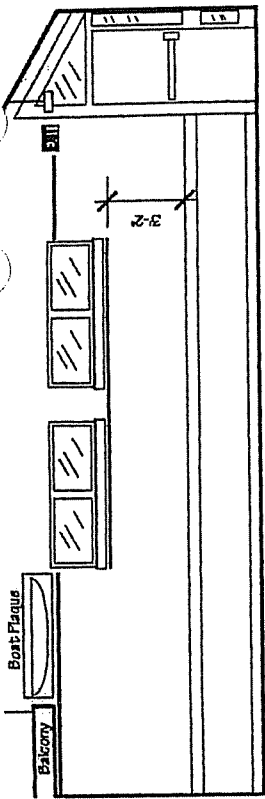
POLICY:

1. All dates (set-up, event and the take-down) must be cleared with the Library Director and must be placed on the Library's master calendar by the Director.
2. All receptions must be free and open to the public and must take place during regular Library hours. It is suggested receptions be held on the second Saturday of the month from 1:00 to 3:00 p.m.
3. **The serving of refreshments must be in compliance with the restrictions of the Orleans Board of Health**, and only with the approval of the Library Director. NO DARK liquids may be served.
4. Kitchen facilities are available on the Library lower level, including a sink, a microwave oven and a refrigerator. Foods that create maintenance problems should not be served. The kitchen and MCRG must be well cleaned after the event. Under no circumstances should any leftover food be stored in the Library.
5. All arrangements for the reception are the responsibility of the sponsoring organization, individual or group's reception committee.
6. The sponsoring organization, individual artist or group must designate a person responsible for setting up the reception in the MCRG and returning it to its original arrangement and condition as well as cleaning and storing any borrowed supplies.

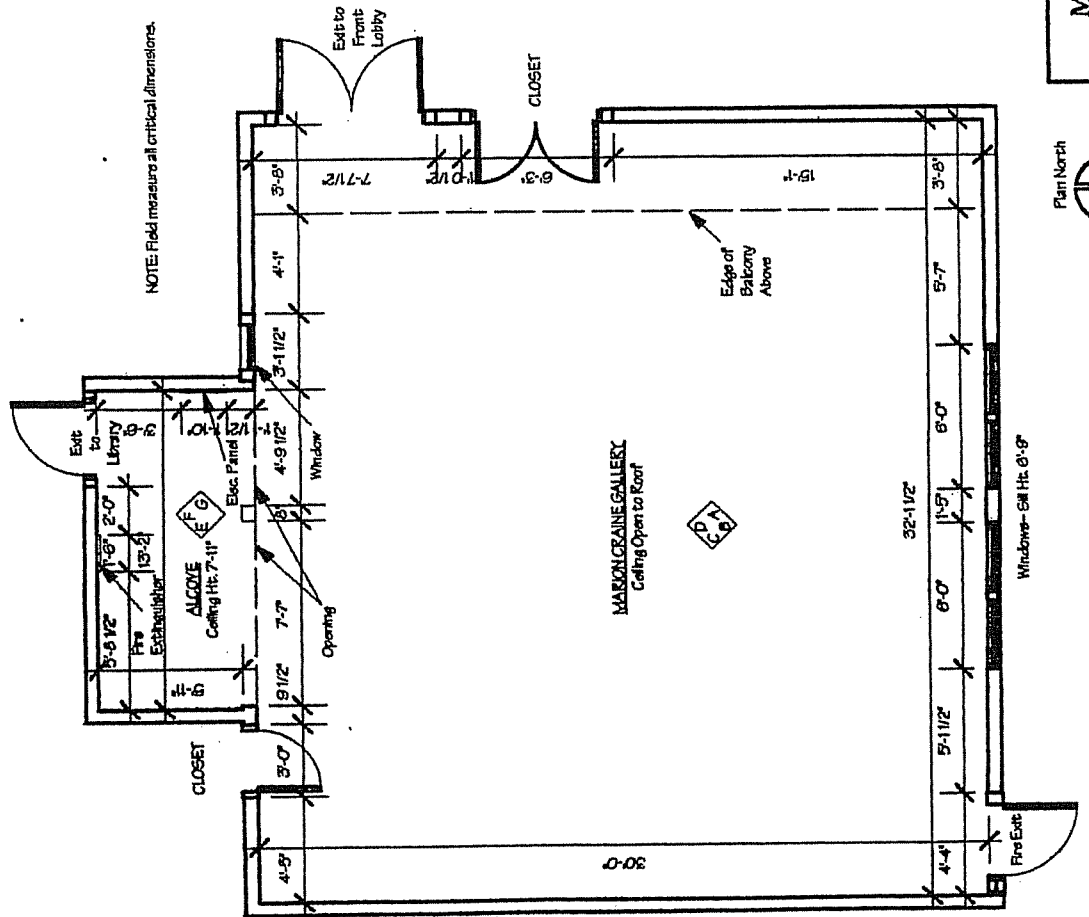
Amended by the Snow Library Board of Trustees, 06/2007



ELEVATION 'A'
Scale: 1/8" = 1'-0"

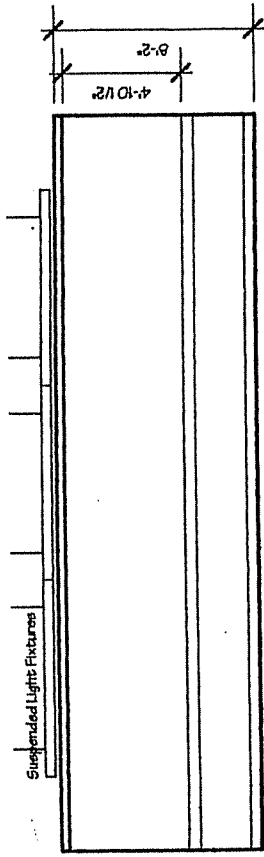


ELEVATION 'B'
Scale: 1/8" = 1'-0"

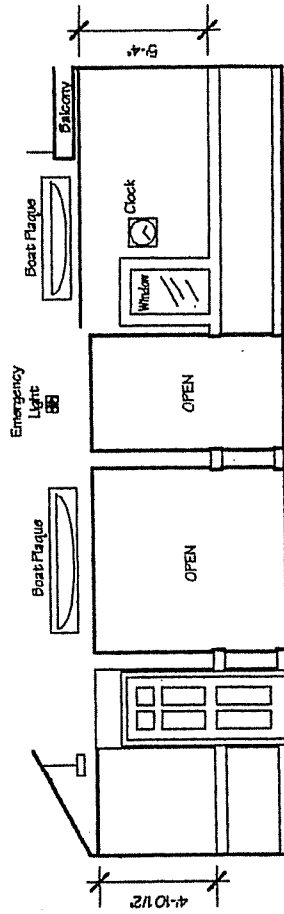


FLOOR PLAN
Scale: 1/8" = 1'-0"

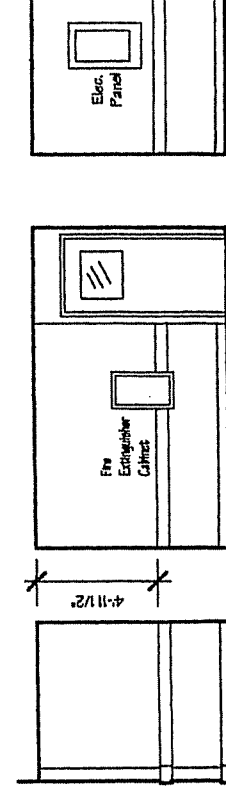
Plan North



ELEVATION 'C'
Scale: 1/8" = 1'-0"



ELEVATION 'D'
Scale: 1/8" = 1'-0"



ELEVATION 'G'
Scale: 1/8" = 1'-0"

ELEVATION 'F'
Scale: 1/8" = 1'-0"

ELEVATION 'E'
Scale: 1/8" = 1'-0"

**Marion Craine Gallery, Snow Library
Orleans, Mass.**

Floor Plan & Interior Elevations
March 30, 1998
Scale: 1/8" = 1'-0" or as noted

ELIZABETH BAUER WILLIAMS, IIDA

Contract Space Planning and Interior Design
826 Slough Road Brewster, Mass. 02631
508 385-4040
508 385-1602 (Fax)

Press Release Information for Exhibitions

Newspapers

Barnstable Patriot/ 396 Main St, Hyannis, Ma. 02601
508-771-1427

Cape Cod Chronicle/ 60 Munson Mtg. Way, Chatham, Ma.02633
508-945-2220

Cape Cod Times/ 319 Main St. Hyannis, Ma. 02601
508-775-1200

Cape Week, Tim Miller- e-mail: tmiller@capecodonline.com

Community Notes/ Wendy Lopata
www.capecodonline.com/community

Cape Codder/ 5 Namskatet Rd. Orleans, Ma. 02653
508-255-2121

Publications

Cape Cod Life/ 60 North St. Hyannis, Ma. 02601
Cape Cod Life Arts Addition
508-775-9800, Fax: 508-7759801
Editor, Janice Randall Rohlf www.capecodlife.com

Cape Cod Magazine
270 Communication Way, Barnstable, Ma. 02630 May 2009
508-775-9800