

GUIDELINES FOR EXHIBIT & DISPLAYS AT THE CORONA PUBLIC LIBRARY

1. Wall displays and free standing exhibits must be scheduled with the Gallery Coordinator. Five to twelve pieces must be submitted for review before an exhibit will be scheduled. Exhibits typically run eight weeks, residence in Corona is not required but priority will be given to local artists.
2. Wall display items must be suitably framed and wired for hanging in the gallery. The only exception will be the displays of work by local school children.
3. Artist name must be clearly visible on each image, and a list of loaned material should be left with the Gallery Coordinator.
4. Each item should have a display card with the title, artist, and medium listed. No pricing may be placed on items.
5. Sales are the responsibility of the artist/lender. It is the artist's responsibility to provide the Coordinator with information which includes contact information and prices. Works not for sale should be indicated with "NFS." Works sold must remain on exhibit throughout the designated period. Clean up or damage to the facility is the responsibility of the user.
6. Displays must meet with prior approval of the Public Services Manager, Library Director and the Corona Public Library Board of Trustees (the Gallery Coordinator will arrange for this).
7. Explanatory brochures, printing or advertising are the responsibility of the exhibitor.
8. Exhibitor must complete and submit the release form which unconditionally releases the City of Corona, its elected and appointed officials, and employees from any liability.
9. The exhibitor should arrange for a delivery, set up and final pick up date with the Gallery Coordinator. The actual hanging and removal of the exhibit will be the responsibility of the artist. If the Library must dismantle an exhibit because it is not removed as scheduled, the Library is not responsible for any damages.
10. Library must be notified of any changes in the information included on the submitted application and/or release form. Upon receipt of changes the application shall be reevaluated. Coordinator must be notified of all cancellations as early as possible. The Library reserves the right to cancel any exhibit. Every effort will be made to give as much advanced notice as possible, and the cancelled exhibit will be rescheduled.