



**WINONA**  
**PUBLIC LIBRARY**  
HONOR OUR PAST, EMBRACE OUR FUTURE

## BELL ART ROOM EXHIBITION POLICY

The Winona Public Library allows artists to display and sell work in its Bell Art Room through an application process. Preference is given to local and regional artists. Visual artists of material deemed of general interest may be exhibited.

Applications will be honored on first-come, first-served basis and are limited to one month per calendar year for each organization or individual. Applications for use of exhibition space must be made two months prior to the opening of the exhibition. The Library provides exhibition space in the Bell Art Room free of charge.

All exhibiting artists are required to give a 30 minute minimum artist talk/presentation during an agreed upon date and time during the month of exhibition. Necessary equipment will be provided by the Library for the presentation.

The Bell Art Room is multi-functional. Library meetings and programs may be held in the art room concurrent with the exhibition.

Along with the application, artists are asked to submit samples of their work to the Library. Samples can be submitted via online application, email, mail, or a CD/DVD. The Library reserves the right to reject any part of an exhibit or display, particularly if the display does not match the mission, vision, or core values of the Winona Public Library.

Library facilities are public spaces which are used and viewed by community members of all ages. Artistic merit will be a primary factor in determining the relevance of exhibits. The Library will not censor or remove a display, exhibit, or item upon disagreement of the content by community members.

Exhibitors are responsible for the installation and removal of their displays; installation will begin the first day of the month (not landing on a Sunday), and removal will be the last day of the month (not landing on a Sunday). If the exhibitor does not bring the display to the Library within three days following the agreed upon setup date, the Library may cancel the exhibit.

Exhibit items need to be properly prepared to be displayed. Winona Public Library uses the Walker Display System. For more information on the system, see: <http://www.walkerdisplay.com/>.

The Library assumes no responsibility for the preservation or protection of works, and no liability for damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. The Library does not carry insurance on items on exhibit.

Exhibitions and talks will be fully marketed by the Library through various media channels. Artists need provide a brief (no more than three sentences) biographical statement and an image from the exhibit for Library promotion. The Library may also document the display for future use. Sale of artwork is permitted, but must occur between individuals. The Library will not be party to any sale or purchase and will not take commission for any item on exhibit.

Artists may not exhibit above the Walker Art Hanging System, in the gated statue area, or above the doorways.

## ART ROOM DIMENSIONS

	<i>Wall Dimensions</i>	<i>Shelf Dimensions</i>
<i>East Wall 1</i>	7' 3" (length) x 3' 9" (height)	7' 2" (length) x 1' 3" (width)
<i>East Wall 2</i>	7' 2" (length) x 3' 9" (height)	6' 11" (length) x 1' 3" (width)
<i>Southeast Wall</i>	5' (length) x 2' 4" (height)	4' 4" (length) x 1' 3" (width)
<i>South Wall</i>	18' 4" (length) x 3' 9" (height)	17' 10" (length) x 1' 3" (width)
<i>Southwest Wall</i>	4' 11" (length) x 2' 5" (height)	4' 10" (length) x 1' 3" (width)
<i>West Wall 1</i>	7' 2" (length) x 3' (height)	N/A
<i>West Wall 2</i>	7' (length) x 3' (height)	2' 10" (length) x 1' 3" (width)
<i>Northwest Wall</i>	5' (length) x 2' 5" (height)	4' 5" (length) x 1' 3" (width)
<i>North Wall 1</i>	6' 8" (length) x 3' 9" (height)	6' 10" (length) x 1' 3" (width)
<i>North Wall 2</i>	4' 8" (length) x 3' 9" (height)	5' (length) x 1' 3" (width)
<i>Northeast Wall</i>	4' 10" (length) x 2' 5" (height)	4' 10" (length) x 1' 3" (width)

If you agree and meet the Bell Art Room Policy's terms and conditions, print, sign, and date below:

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign name: \_\_\_\_\_

# BELL ART ROOM EXHIBITION APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website (Optional): \_\_\_\_\_

What month would you like to exhibit? \_\_\_\_\_

If you cannot have that month, do you have a preferred second? \_\_\_\_\_

Are you available to do an Artist Talk/Presentation? YES NO

Will you have a theme for the exhibit? YES NO  
(Black & White, Flowers, Retro, Horses)

If so, what is your theme? \_\_\_\_\_

Brief description of work: \_\_\_\_\_  
(Sculpture, Potter, Acrylic, Oils, Photography)

How did you hear about us? RADIO NEWSPAPER WEBSITE OTHER: \_\_\_\_\_

## List of submitted works:

List five of the works that you are interested in having on exhibit. The number below should correspond with submitted images. Submit images via mail, email, or CD. If you would like your images returned, please include a self-addressed and stamped envelope.

	Title	Size	Medium	Price
1				
2				
3				
4				
5				

Return Application to:

Winona Public Library  
Attn: Reference Department  
151 W. 5<sup>th</sup> Street  
PO Box 1247  
Winona, MN 55987  
(507) 452-4860

Email: winonapl@selco.info