

## KITCHENER PUBLIC LIBRARY GUEST ARTIST APPLICATION

NAME \_\_\_\_\_

ART MEDIA \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

TELEPHONE(S) \_\_\_\_\_ cell/text \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

Description of Proposed Exhibit (ie: theme, number of pieces, average size)

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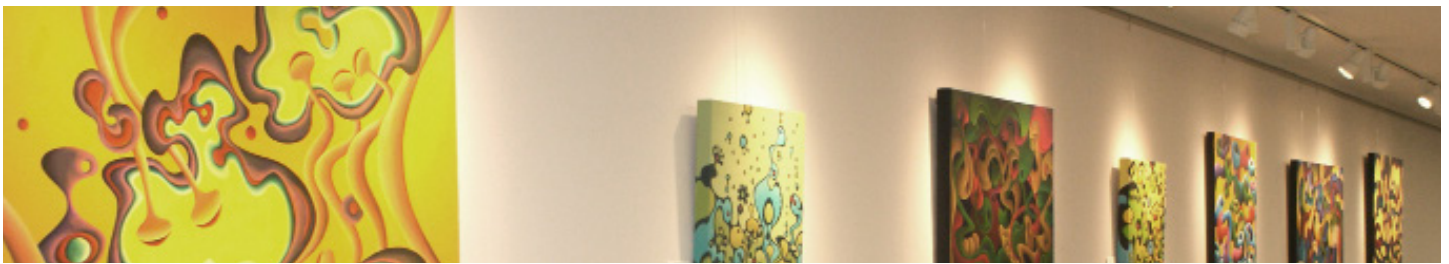
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward to:  
Kitchener Public Library, c/o Stephanie Donkers-Schmalz,  
85 Queen Street North, Kitchener ON, N2H 2H1  
or email required information to [Stephanie.Donkers-Schmalz@kpl.org](mailto:Stephanie.Donkers-Schmalz@kpl.org)



## KITCHENER PUBLIC LIBRARY GUEST ARTIST APPLICATION

The mandate of the Kitchener Public Library's artist program is to educate the public about art and to promote and support local artists.

Monthly exhibitions take place in the Central Library Art Gallery on the lower level. The gallery is open during regular library hours.

The Kitchener Public Library does not take commission for any piece that may sell. A buyer is asked to contact the artist directly. The library does not participate in the sale of artwork in any way.

**SELECTION PROCESS** Your application must be accompanied by at least three photographs of your work, as well as an artists' statement. Or, send a link to your website if it includes the above information. Selection is done throughout the year. Due to the popularity of the program, only those selected to display will be contacted.

**PROGRAM INFORMATION** The gallery has 140 ft. of wall space. It is equipped with a track system with as many as 50 hanging cables that hold up to 15 lbs each. Large pieces will require more cables. It is the artists' responsibility to ensure enough cables are used to sufficiently hold their work. Exhibitions are approximately one month long (allowing for installation and dismantling). The artist is responsible for installing the exhibit, creating the labels and taking down the show. Artwork must be framed or mounted and equipped with wire on the back for proper hanging. The library does not carry insurance for special exhibit artwork. It is the artist's responsibility to obtain insurance if they feel the need to do so. All artists will be required to sign an artist agreement/waiver. Security stickers (alarm coded for our security gates) will be provided to be placed on artwork. The gallery is also protected by security cameras.

Parking costs are covered for the installation of the exhibit only. All other parking costs are the responsibility of the artist. Please visit [kpl.org/central#parking](http://kpl.org/central#parking) for information.

An opening reception is held for each artist. Refreshments are the responsibility of the artist.

**PROMOTION** Full-colour posters advertising exhibits are displayed at the Central Library and four branch libraries. Artists are provided with posters as well as personalized invitations to their exhibition and opening reception.

Each exhibit will be promoted in Kitchener Public Library's program guide in Active Kitchener, as well as on our website, social media network, outside sign, and inside promotional screens.