

## **Exhibiting at the Dorval Library (1401 Bord-du-Lac)**

### **Guideline for Members of the Dorval Artists Association**

1. **Submit a request** to exhibit to the DAA Coordinator for Library Exhibitions, Diane Bellemare ([dibellemare@msn.com](mailto:dibellemare@msn.com)) Your name will be added to the calendar of library exhibitions. Exhibitions are for a duration of 2 months, and you may choose the months according to availability.
2. **Visit the library** to view the wall space available, and plan your collection accordingly. Most artists hang 12 to 14 works, depending on the size.
3. **A month before your exhibition** you will receive a reminder e-mail from the DAA Coordinator, with instruction to contact **Library Liaison Kayla Lee Nickson** ([klnickson@ville.dorval.qc.ca](mailto:klnickson@ville.dorval.qc.ca)) or **514 633 4071** to arrange an appointment with her at the library.
4. Two weeks before your exhibition, you will be asked to **submit to the Library Liaison** the following:
  - **Your name, address, phone number, and e-mail address**
  - **The title of your exhibition**, if applicable
  - **A promotional image** for the library website, indicating the title, dimensions, and medium of the work used for the image.
  - **A brief text, bilingual**, describing your exhibition, your artistic process, and brief bio.
  - **A complete list of the works you plan to exhibit, including:**
    - a. Title
    - b. Dimensions, excluding frame
    - c. Medium
    - d. Monetary value of each work.
5. At least 2 weeks before your exhibition, you may contact the manager of the DAA web site, **Paula Girolami** ([pgirolami.daa@gmail.com](mailto:pgirolami.daa@gmail.com)) to arrange for free publicity on the Association web site.

## 6. Visit with Library Liaison

At your visit with the liaison person you can see the **hanging system** of wires and hooks to help you plan your picture hardware.

The liaison person will give you master copies of **the cards with the DAA logo** that must be used to identify your paintings. You will make your own copies of these on white card stock. She will show you how to attach them to your art. **It is not permitted to stick cards to the walls.** The cards will read "Price on Request" or "Private Collection". **You may not post prices on the cards.** Provide a list of your paintings with prices to the front desk staff.

## 7. Hanging your exhibition

Usually done on Monday, between **08:30 and 10AM**. You alone are responsible for hanging your works. Bring someone to help you carry and hang the works, as the library does not provide this service. The library liaison can provide you with a stepladder if needed.

At **08:30**, go to the **Employee door** to the right of the library, next to the book chute, and ring the bell to be let in with your works.

Plan to begin hanging your works right away, as you must finish by 10:00 AM, when the library opens to visitors.

**An easel** with a rigid board measuring 22"x 30" is provided to announce your exhibition. A **small poster with your name, the title and dates of your exhibition, and the DAA logo will be attached to the board by the library liaison.** You will have space to place a painting or image below. The image must be the same one you provided for the Dorval Library web site.

**A pedestal** is also available to place a visitors' book and your artist cards.

After your work is up, the Library Liaison will verify the list of artworks and ask you to **sign a formal agreement with the City of Dorval for insurance purposes.** You will receive a copy of the agreement. The list of artworks with your prices will be held by the reception staff for visitors to consult.

## 8. Taking down exhibition.

Usually done between 08:30 and 10AM on a Friday or Monday, depending on current library opening days.