

Artist Information Sheet

Stillwater Public Library Gallery

We appreciate your interest in sharing work at Stillwater Public Library. Please review our Gallery information below. To schedule an art show, please submit an [Art Gallery Interest Form](#).

Gallery Terms

- Gallery shows are typically scheduled for two months.
- The Library hosts an art reception, typically on the fourth Thursday of the first month.
- The Library receives 20% of sales to cover the costs of staff time and the reception. Payment is accepted at the end of the show after all sales have transpired. the art show is complete and all the sales have transpired artist
- Prospective buyers are given artist contact information to arrange payment and retrieval.

Gallery Space

- The gallery has two curved walls that are 22' 5" total, and one flat wall with 15' of usable space.
- The number of pieces will depend on size, artist preference, and spacing.
- The gallery has a 'Walker' hanging system, which means the art needs a standard wire across the back.
- Art pieces can be framed or unframed.
- Three display cabinets are available for use. Cabinet A is one level display. Cabinets B & C have three glass shelves that can be arranged at different heights or removed.
 - Cabinet A dimensions: 6' length, 3' depth, 18" height.
 - Cabinet B & C dimension: 70" height, 2' depth, 2' length.

Gallery Publicity

- The Library prints posters and brochures for the show to display in the building.
- The Library prints labels for each piece that includes the title, size, media, and price.
- The Library promotes art receptions through our online events calendar, in the St. Croix Splash, and through social media channels.
- Artists are encouraged to promote receptions through their own networks.
- The following information is requested before the show for publicity:
 - Title of the show.
 - Images of one or more pieces to be shown.
 - An artist statement, biography, and contact information.
 - The title, size, media, and price for each piece to be shown.