

Artist Information Sheet

We appreciate your interest in sharing work at Stillwater Public Library. Please review 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.
- 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.