

# Fort Worth Library Exhibitor Packet

From paintings and photos to sculptures and collectibles, the Fort Worth Library offers a number of quality exhibits throughout the year. The Library strives to present some of the best works of local artists, photographers and collectors, celebrating both the talent and diversity of our community.

Review the documents in this packet for information on available exhibit spaces, policies and how to become a featured artist at Fort Worth Library.

## Contact Us

To: Fort Worth Library  
Attn: Central Library Exhibit Coordinator  
Address: 500 W. 3<sup>rd</sup> Street, Fort Worth, Texas 76102  
Email: [libraryexhibits@fortworthtexas.gov](mailto:libraryexhibits@fortworthtexas.gov)  
Phone: 817-392-2609  
Fax: 817-392-7956  
  
Online: [www.fortworthlibrary.org](http://www.fortworthlibrary.org)

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# Fort Worth Library Exhibit Policy

## General Policies

- The Fort Worth Library offers the opportunity to develop exhibits that meet the mission to improve cultural awareness and local historical appreciation as well as promote the pursuit of lifelong learning and reading.
- Exhibits are to be respectful of the Library's multi-purpose community and public service use. In the course of a year, exhibits present a broad spectrum of culture as well as a variety of viewpoints. Neither the Library nor the City of Fort Worth endorses the beliefs or viewpoints within the subject of an exhibit, whether Library-initiated or sponsored by an outside individual or community group.
- The Library evaluates proposals based on the following criteria: Is the exhibit appropriate for the Library? Does the exhibit support the mission and goals of the Library and the City of Fort Worth? Is the exhibit of interest to a substantial portion of the community? Does the exhibit contribute to representing a diverse range of viewpoints and interests?
- The regulations and procedures outlined in this document govern exhibits at the Library. Branch managers have the authority to approve exhibits in consultation with the programming staff.
- The exhibit space is not intended for advertising or commercial purposes. Exhibit items cannot have prices affixed. Exhibitors may provide a printed catalog listing the exhibited materials with contact information, but no specific prices. Sale of exhibit items at the Library is prohibited.
- The Library assumes no responsibility or liability for the safekeeping of any exhibit.

## Proposal & Exhibit Process

- Exhibits may be scheduled up to two years in advance.
- Exhibitors wanting to use exhibit space at the Library must complete the *Fort Worth Library Exhibit Proposal*. The Library asks that proposals be submitted at least six months prior to the proposed installation date.
- The programming staff reviews proposals. Exhibitors receive notice of a decision via telephone, email or letter.
- The library reserves the right to pre-empt any exhibit or display space for a Library- or City-sponsored exhibit or event. In such instances, the Library will make a reasonable effort to give advance notice of such pre-emption and assist in reserving another date. Priority is given to the Library's annual heritage events and exhibits sponsored by The Fort Worth Public Library Foundation or Friends of Fort Worth Public Library, Inc.
- Exhibits generally last 8-12 weeks. Unless approved in advance by the Library, no portion of the exhibit may leave before the agreed-upon conclusion dates.

## Shipping & Delivery

- Shipping, delivery and pick up of all exhibit materials are the sole responsibility of the exhibitor. The Library does not pay for any of these services.
- The Library cannot store items before the exhibit opens or after it closes. Unless approved in advance by the Library, delivery and installation take place on a single business day during normal operating hours. The *Fort Worth Library Exhibit Agreement* contains details on installation and removal.
- Central Library Only: Temporary loading and unloading is available at the building delivery entrance on the north side of the building on 2nd Street. There is no loading dock. Vehicles cannot block the doors or designated parking spots, and must relocate after moving materials.
- Central Library Only: The Library can validate parking tickets for 2 ½ hours of free parking at the Sundance Square garage located at 3rd and Taylor Streets, across from the library. Street meters and pay lots are also nearby; however, meters and garages require payment on weekdays before 6 p.m. Meters are free after 6 p.m. weekdays and all day weekends.
- Branch Libraries Only: Parking and loading information provided as needed.

## Installation

- Exhibitors are responsible for providing insurance. The Library does not insure exhibits and accepts no liability or responsibility for any part of the exhibit.
- Exhibitors perform their own installation or provide qualified installers. Staff can answer installation requirement questions. Unless approved in advance by the Library, staff cannot provide any assistance with installation or removal. Exhibitors work at their own risk.
- See *Library Exhibit Spaces* for details and photos about individual exhibit areas.
- Two-dimensional items must be framed and installed using the wire management system provided. Nails are prohibited in the Library. Three-dimensional items must be in cases provided or situated on the floor so as not to damage the art. All mounted signs and labels must be adhered without leaving holes, stains or other damage.

Central Library Only: The Gallery uses a unique hanging system. See *Central Library Gallery Hanging Procedure* for more details. The library will provide hanging wire and metal clips for use with the system.

Branch Libraries and West Wing: Library staff will demonstrate how to use individual hanging systems at the time of installation.

- Unless approved in advance by the Library, exhibitors provide labels. Exhibitors may be asked to submit labels for review before installation. See *Fort Worth Library Exhibit Labels & Signage* for more details.
- If the entire exhibit is not ready on the agreed-upon installation date, the Library may choose to cancel the exhibit.
- Exhibitors are responsible for cleaning up after installation and removal.
- Carts and dollies used in the Central Library Gallery must have soft rubber wheels or tires.
- Unless approved in advance by the Library, an exhibit may not include Library materials.
- Exhibitors are responsible for framing items and preparing items to hang with eye hooks, etc.

## Maintenance & Removal

- The Library recommends exhibitors visit exhibits periodically to assure no portions have fallen or become otherwise unkempt. Exhibitors are responsible for all repairs.
- Unless approved in advance by the Library, removal of the entire exhibit occurs on a single business day during normal operating hours.
- The Library will not store items after the removal. Unless approved in advance by the Library, items left more than 30 days become the property of the Library and the City of Fort Worth.
- Exhibitors are liable for any damages to Library property and equipment resulting from failure to follow the proper procedures. Library staff can immediately remove any item violating policy. Exhibitors who do not adhere to policy are prohibited from future exhibiting.

## Promotion & Reception

- The Library strives to provide a basic level of promotional support for the exhibit, as resources allow. Typically, the Library provides exhibit signs and includes the exhibit on the Library's website, email blast, and social networks, but promotions can vary. See *Central Library Exhibit Labels & Signage* for more details.
- The Library must approve all printed and promotional items related to the exhibit prior to publication and distribution. Exhibitors may not use logos of the Library or the City of Fort Worth without advance Library approval.
- Exhibitors can schedule related receptions in the meeting rooms adjoining the exhibit space, as available, and are subject to the regulations of the meeting room policies.
- If the reception is free and open to the public, the Library may choose to cosponsor the event. If the Library is a cosponsor, there are no meeting room rental fees. The Library may also waive fees for events sponsored by key partner organizations, such as the Friends of the Fort Worth Public Library and the Fort Worth Public Library Foundation.
- Exhibitors wanting a private reception must follow the procedure in the meeting room policies. The Library schedules meeting rooms based on availability. There are rental fees for private meeting room use.

## Limitations

- The Library recognizes this policy cannot address all possible situations, and it is not an all-inclusive document. Situations not specifically addressed in the policy are handled as they arise.
- In the event of a cancellation, exhibitors must provide notification at least 30 days before installation. Exhibitors who cancel with under 30 days notice forfeit the ability to exhibit at the Library for one year.
- The Library allows photographing and filming of exhibits. These images can be reproduced for any purpose, including publicity. Exhibitors will not receive compensation for such use.

## Exhibit Spaces

### Central Library: Gallery

*Approximately 250 linear feet of wall display space available. Room size is approximately 6,000 square feet. Large stairwell located in center of room. Suitable for large exhibitions with 50-75 medium-large sized pieces.*



### Central Library: West Wing\*

*\*This space is reserved for local history, genealogy and archives related exhibits. Library staff plan and curate all exhibits from permanent library collections. Donations to the library archives are welcomed; guidelines are located on the [library website](#).*

*Approximately 80 linear feet; 850 square feet available. Appropriate for 25-35 medium sized pieces.*



### Central Library: Display Case

Located in the Grand Hall near the main entrance of the Central Library, this lockable glass case includes compartments and adjustable glass shelving. Approximately 18 feet long, 8 feet high and 3 feet deep.



### Shamblee Branch Library

Approximately 50 linear feet of wall display space available. Appropriate for 10-12 large pieces, or 15-20 small pieces. Exhibits are booked through branch library staff directly.

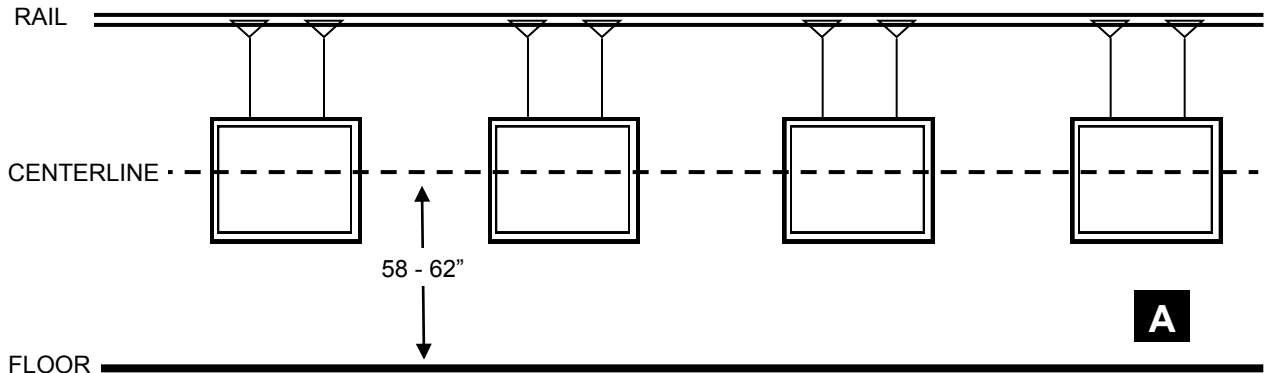


### Northwest Branch Library

Approximately 35 linear feet of wall display space available. Appropriate for 5-10 medium-large pieces, or 10-15 small-medium pieces. Exhibits are booked through branch library staff directly.



# Central Library Gallery Hanging Procedure

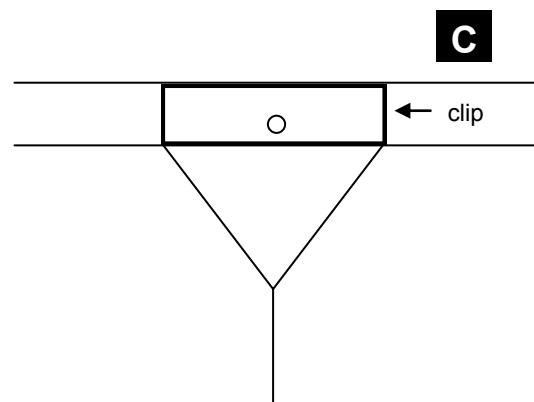
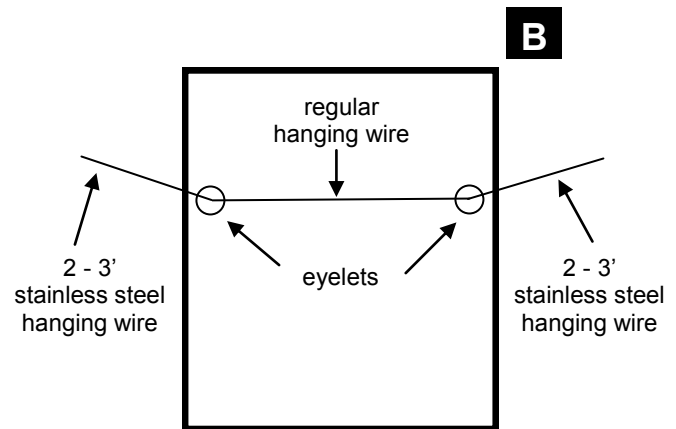


## Supplies Needed

- clips—*provided by Library*
- hanging wire—*provided by Library*
- eyelets
- masking tape
- 10' tape measure
- wire cutters
- string line

## Procedure

- Tape a taut line of string to the wall, 58 to 62 inches off the floor. This will act as your centerline. *See Diagram A.*
- Place two rail hangers into the slotted rail at location where to plan you hang a piece of art.
- Screw eyelets into the back of the frame of each piece.
- Attach 2 to 3 feet of wire to each eyelet. *See Diagram B.*
- Center the artwork along the line of string.
- Attach the wires to the rail hangers by looping the line. *See Diagram C.*
- Repeat steps for each other piece.
- Remove the center line.



## Fort Worth Library Exhibit Labels & Signage

The exhibitor is responsible for providing artwork labels for the exhibit unless other arrangements are made in advance. The Fort Worth Library will provide signage about the exhibit and artist as appropriate.

### Labels

Exhibitors must provide their own artwork labels for each piece displayed at the Library. Labels should follow these standards:

- Content on artwork labels in this order:
  - Name of exhibit/exhibitor
  - Title of work
  - Size
  - Medium used
  - Short, one sentence description (optional)

Label content may vary, such as including the origin of the piece instead of size or medium.

- Labels for all artwork are 2.5" tall x 4" wide maximum
- Labels should use Arial, Calibri or similar font style in 12 pt. size, printed in black ink.
- Label materials should be either:
  - Printed on white paper and mounted on white or black matte board or similar product; matte board should have a white back side and be adhered to the wall with double-sided poster tape.
  - Removable clear or white label stickers

### Signage

The Library will provide marketing and promotions, including all or some of the items below:

- Banner or large poster
- Promotion on Library website, email blast, Facebook and Twitter

The Library will create a custom banner, poster or framed display to place at or near the entrance of the exhibit. The Library will choose the type of signage depending on the size and location of the exhibit.

- Exhibitors should provide the following:
  - Title of exhibit
  - Display dates
  - Reception date and time, if desired
  - Description of exhibit
  - Digital images of sample artwork used in exhibit, and/or photo of artist (large in size, minimum 300 dpi)
- Send content with images attached via email.
- The Library must receive final content for signage no later than 30 days before exhibit installation date.



# Fort Worth Library Exhibit Proposal

About You

Exhibitor Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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About the Exhibit

Title: \_\_\_\_\_

When Available: \_\_\_\_\_

Area Requested:  Gallery  West Wing  Display Case  Shamblee  Northwest

Medium/Type of Content: \_\_\_\_\_

Quantity: \_\_\_\_\_ Dimensions (HxW in inches): \_\_\_\_\_

Framed:  Yes  No

Installer & Remover:  Self  Other (Name, Phone): \_\_\_\_\_

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More Information

Description of Exhibit:

Purpose or Intent of Exhibit:

Special Considerations, Issues or Additional Information (optional):

*Submit complete Proposal Form with sample images to the Fort Worth Library Exhibit Coordinator. Incomplete proposals are not considered.*

**Email:** [libraryexhibits@fortworthtexas.gov](mailto:libraryexhibits@fortworthtexas.gov) **Fax:** 817-392-7956

**Mail/drop off:** Central Library, 500 W. 3rd Street, Fort Worth, TX 76102.

# Fort Worth Library Exhibit Agreement

- To be completed after proposal approval -

<b>Exhibitor:</b>	
<b>Contact Information:</b>	
<b>Location of Exhibit:</b>	
<b>Title of Exhibit:</b>	
<b>Installation Date/Time:</b>	
<b>Exhibit Display Dates:</b>	
<b>Removal Date/Time:</b>	

This Exhibit Agreement (“Agreement”) is entered into by and between the City of Fort Worth (“City”), through the Fort Worth Library (“Library”) and the above-named exhibitor (“Exhibitor”), in order to exhibit paintings, photographs, sculptures and/or other objects at the Library.

**Regulations**

Exhibitor hereby agrees to the terms and conditions and agrees to abide by all procedures and regulations set forth in the *Fort Worth Library Exhibit Policy*.

*Exhibit* shall mean the presentation of multiple paintings, photographs, sculptures and/or other objects. It may include a broad range of contemporary print and non-print media, technology, and/or education presentations with textual information.

*Exhibitor* shall mean the person or organization preparing the exhibit and all officers, directors, employees, agents, representatives, other personnel, or sub-contractors.

**Exhibit Length & Set Up**

- The exhibit shall be shown on the dates listed above during regular Library operating hours. Exhibitor shall not be allowed to display beyond this date or time.
- The Library cannot provide storage for materials left beyond the removal date. Items left more than 30 days after the removal date will become property of the Library and the City unless otherwise arranged.
- The installation/set-up date for the Exhibit shall be as indicated above.
- Unless other arrangements have been made in advance with the Library, Exhibitor shall provide all labels for the Exhibit. Labels shall appear professional and attractive.
- Exhibitor shall have all pieces, including labels, ready on the date of installation.
- The Library will not accept set-up or exhibit items on behalf of Exhibitor.
- The Exhibit will be installed in one business day, unless otherwise arranged.
- Individuals install the exhibit at their own risk.

Cancellation

- Exhibitor agrees to notify the Library of cancellation no less than 30 business days prior to the scheduled installation date.
- The Library reserves the right to cancel any exhibit should unforeseen conditions or circumstances warrant such action.
- If the Library cancels an approved exhibit, Exhibitor will have the right to exhibit for the originally scheduled duration at the earliest convenience of both parties.

Security & Liability

- The Library shall not be under any obligation to provide security for any Exhibit.
- All reasonable precautions will be taken to protect Exhibits; however, the City shall not incur any liability for the exhibit or be responsible for any reimbursement, replacement, or lost, stolen or damaged items, nor shall the City have any liability for any loss or damage, including personal injury, sustained to Exhibitor, Exhibitor's personnel, or Exhibitor's property during set-up, installation, removal, repair, or any other time thereafter while Exhibitor is at or leaving the Library.
- The City shall not be liable for any damages, whether direct, indirect, incidental or consequential that may arise from a claim under this Agreement.

Hold Harmless

Exhibitor agrees to release from liability the City and its officers, directors, employees, agents, associates, volunteers, representatives, members, and affiliates (the "indemnified Parties") harmless from any and all losses, damages to persons, goods, or property, claims, expenses, governmental charges or fines, attorney fees, costs of responding to, participating in, or attending any legal proceeding as a witness or otherwise, or delay for which they are or may be potentially liable, whether arising in whole or in part from negligence or other tort, contract, quasi-contract, violation or statute, rule, or regulation, or otherwise, in connection with this Agreement. Exhibitor further agrees to fully indemnify the indemnified Parties for any and all losses that arise or may arise from this agreement.

This Agreement shall be governed by and construed in accordance with the laws of the state of Texas. Venue for any claims arising under this Agreement shall not be in the state courts of Tarrant County Texas, or the federal district court for the Northern Texas, Fort Worth division.

I have read the foregoing and represent and warrant that I am fully authorized to enter into this Agreement on behalf of Exhibitor. This Agreement may be executed in multiple originals. An emailed or faxed copy of this original Agreement shall have the same effect and validity and shall be considered a binding original copy as to both parties.

*Submit complete Agreement Form to the Fort Worth Library Exhibit Coordinator.*

**Email:** [libraryexhibits@fortworthtexas.gov](mailto:libraryexhibits@fortworthtexas.gov) **Fax:** 817-392-7956

**Mail/drop off:** Central Library, 500 W. 3rd Street, Fort Worth, TX 76102.

Printed Name of Exhibitor or Representative: \_\_\_\_\_

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

Office Use Only: Date Received \_\_\_\_\_ Initials \_\_\_\_\_