



128 Canal St. • P.O. Box 1167 • Port Ewen, NY 12466
(845) 338-5580 • (845) 338-5583 (fax)

Duck Pond Gallery: Proposal Form

Thank you for your interest in exhibiting at the Town of Esopus Library's Duck Pond Art Gallery. Please read the following points for more information about our Gallery. Complete and return the attached form to our Adult Program Coordinator Meaghan Darling (mdarling@esopuslibrary.org) to express your interest in exhibiting. We'll be in touch!

The Town of Esopus Library's Duck Pond Gallery is located in the heart of our building. Situated on the perimeter walls of our lower-level program space, the Gallery serves as an eye-catching backdrop seen by all attendees of our storytimes, after-school programs, workshops, book clubs, Library meetings, and more. When the space is not in use, the Gallery is open during business hours and available to anyone to view at their leisure.

- Gallery exhibits are scheduled monthly from January – December. The Gallery Reception and opening is held on the first Friday evening of the month from 6:00 – 7:30pm. Set-up usually takes place the Thursday before the opening from 11:00am – 1:00pm and take-down is the Wednesday before the next opening. Shows can feature an individual artist or a collection of pieces from an art or photography group.
- The Library will provide access to our steel cable wire hanging system for you to bring your gallery vision to life. If you are acting as the representative for a group of artists, please coordinate with group members to ensure all works are brought to and removed from the library within the set-up and take-down windows. The library cannot house gallery materials prior to or following the show, nor can works be left unhung and unattended in the gallery space.
- The Library will promote the Gallery Reception on the monthly calendar, website homepage scroll, in its monthly e-newsletter, as a Facebook event, and on its digital roadside sign. A printed flyer will also be placed on the events bulletin board for the Reception.
- Proposal Forms are accepted and scheduled based on the order in which they are received. The Town of Esopus Library assumes no insurance liability for items on display or exhibit and reserves the right to limit the size, number of items, scheduling and frequency with which an individual or group may have an exhibit or display.
- Please complete and submit a Proposal Form with requested images of your artwork to move forward with the Gallery process. Submitted photos may be used by the Library for promotional materials as listed above. If your proposal is accepted, you will be asked to complete a Letter of Agreement, provide an Artist's Statement, and labeled exhibit inventory sheets prior to the Reception.



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Artist's Name / Name of Group Representative: _____

Contact's Phone: _____

Address: _____

Email: _____

If you have a preference, which month would you like to request for your show? _____

Is this an individual or a group show? If group show, what is the name of the group? Does the group have a website or social media page(s)?

Which media will be featured in your proposed show? _____

Title/Theme of show: _____

What would you like to share about your proposed exhibit and the audience you would like to reach:

Please email this proposal along with five .jpg images of your artwork to mdarling@esopuslibrary.org