

# MOSFELLSBÆR ART GALLERY

## PRACTICAL INFORMATION FOR ARTISTS

1. Artists are solely responsible for the installation of the exhibition and will themselves provide extra hands if needed. They are also responsible for transferring artworks to and from the gallery.
2. Artists are welcome to use the gallery's tools and equipment. If other resources are needed, artists must provide them themselves.
3. When installing their exhibition, artists should try to cause as little disturbance as possible to guests in the adjacent library.
4. Artists cannot work on an exhibition after opening hours and must leave the gallery as soon as the library closes.
5. Artists are allowed to hang pictures and objects on the gallery's walls. Adding nails and screws in the walls is also allowed. Artists can paint and draw on the walls, within reason. The gallery director must be informed if the artist wants to alter the gallery's space. The director can deny any alterations if she deems it unacceptable. The gallery must be treated respectfully.
6. Artists must give the employees of the library clear instructions if the exhibition includes resources that need to be activated daily, e.g. turning on music, activating screens.
7. The library employees will monitor the exhibition during opening hours. If the exhibition requires a person to be present during opening hours, artists must be present themselves or provide a worker.
8. The gallery takes no responsibility for the artworks. If any artwork is damaged the gallery director will contact the artist.
9. The gallery is also used for other activities, e.g. meetings and concerts. These events might take place during the opening hours of the exhibition.
10. The gallery director creates all promotional material (poster, electronic invite, exhibition pamphlet, Facebook-event etc.) in collaboration with the artists. The artist must deliver all required information to the gallery director before the provided deadline. If deadlines are not met, it cannot be guaranteed that the promotional material will be ready on time. The poster and the exhibition pamphlets are sent to a professional printer. This is free of charge. If artists want extra promotional material, they must create and pay for it themselves.

11. The gallery director delivers a press release to the media and promotes the exhibition in Mosfellsbær. If artists garner media attention by themselves, e.g. an interview in a newspaper, please inform the gallery director.
12. If the artworks are for sale, the artists must provide a list of the current prices of the items. The artists contact information must also be included. The gallery will not act as an intermediary in any sales transactions and does not claim any compensation for items sold in the gallery.
13. Artists are responsible for buying and paying for refreshments offered at the exhibition opening. The gallery provides a small kitchen, a refrigerator, tables, flower vases and wineglasses. It is not allowed to serve red wine as it leaves stains in the flooring if spilled. All leftovers must be removed as soon as possible after the exhibition's opening. The gallery takes care of all washing up after openings. Please note that formal openings of exhibitions might be cancelled due to unforeseeable events (such as covid restrictions).
14. Artists are solely responsible for taking down their exhibition and removing the artworks from the gallery the day after the exhibition closes. If the artworks are not removed and this disrupts the following exhibition, the gallery director can remove the artworks from the gallery. Please note that the gallery has no convenient place to store artwork, so make sure to collect your items on the day after the exhibition closes.