

Artist Exhibit Program

Exhibit Guidelines - Part I



Get Ready For Your Show! ADVANCE PLANNING

First Contact & Contract

You will be contacted by email four - eight weeks prior to your exhibit date to confirm your contact information, exhibit venue, and dates/times to deliver/pickup artwork. After you respond to the confirmation email, you will receive two copies of your contract and a return envelope. Sign both copies of contract and mail one copy as soon as possible to Exhibit Coordinator. The second copy is for your records.

Artist Information Form

When you receive your contract you will also receive a copy of the *Artist Information Form* you submitted when you applied to the Program. Review it carefully and approve it as-is, or make corrections. Mail the *Artist Information Form* with your signed contract to Exhibit Coordinator. The Information you provide is compiled and displayed with your exhibit; accuracy is your responsibility!

Label Information

You are responsible for creating a *Label Information List* describing all the artworks included in your exhibit contract. Deadline for mailing to Exhibit Coordinator is no later than two weeks before your installation date. Label changes will not be made in the ten-day period before your exhibit is installed.

Display Duration

Your artwork must remain on display for the full duration of your exhibit - even work that has been sold. If a piece has been purchased, please contact Exhibit Coordinator and a red dot will be placed on the artwork label, indicating "sold" status.

Exclusives

Please honor any exclusive agreements you have with commercial galleries. You are responsible for gaining gallery exception to an exclusivity clause. We are glad to co-identify your gallery on our exhibition materials, but you are responsible for notifying us of your agreements with others.

Visit Gallery

Always visit the gallery before your exhibit! You will gain understanding of how your artwork will fit in the space, and you'll know where you're going on installation day.

Publicity / Receptions

You are welcome to initiate your own publicity in addition to the press release we produce. Any and all information you provide to the print/online media must include reference to ***Clackamas County Arts Alliance*** as exhibit curator and sponsor. We do not host artist receptions in any of our galleries.

CHECK LIST

- Respond To Emails
- Return signed Contract and approved Artist Information Form
- Complete & return Label Information Sheet
- Contact Exhibit Coordinator if artwork sells
- Communicate about exclusives
- Visit gallery space in advance of exhibit
- Comply with Publicity Guidelines

Sue Allen

EXHIBIT COORDINATOR

Office Phone: 503-622-3611

Cell: 503-260-4982

PO Box 8, Brightwood, OR 97011

sue@clackamasartsalliance.org

Artist Exhibit Program

Exhibit Guidelines - Part II



Get Ready For Your Show! PREPARING YOUR ARTWORK

Artwork Condition

All artwork must be clean, mounted securely, and in good repair before it's displayed. Mats, frames and glass/Plexiglas should be free of dirt and damage, inside and out. Please check each piece before delivering!

Frames

Hanging hardware on back of frame should be securely attached to both sides of frame 1/4 - 1/3 down the frame from the top edge. *Do not attach to back panel!* Use quality picture framing wire, double-looped through the hardware. Twist for at least 1". *Don't use plain wire, fishing line, electric wire, mesh cords, etc.* When the wire is pulled taut, the mid-point should be at least 2" lower than the top edge of frame.

2-D Size & Weight

Plan on work about 11" x 14" minimum and about 48" x 48" maximum. Some venues may accommodate other sizes; contact us for information. Weight of each piece must not exceed 25 lbs. See "Frame Sizes" to help you choose number of artworks to prepare (within the range of your contract). Contact Exhibit Coordinator if you have questions.

3-D Size & Weight

All 3-D work needs to be clean and free from flaws. Bases of artwork should be stable; please supply a display prop to support your work if it is likely to tip over. Size of each object may not exceed 22x30x30". Weight of each must not exceed 25 lbs. Your work will be displayed in a locked cabinet.

Your Identification Information

Be sure that each artwork includes contact information on the back, bottom or inside (your name, phone number, email, and title of artwork.) **Easy solution!** Attach your business card, write in artwork title.

Transporting

You are responsible for loading and unloading your artwork in and out of the exhibit venue. We recommend you bring a handcart. Be prepared to cover your artwork during inclement weather, and pad or protect pieces while transporting.

Content & Subject

Artwork on display must be suitable for viewing by people of all ages, beliefs, religions and cultures. Artwork depicting the following is not appropriate and will not be exhibited in our venues: nudity, religious symbols, overt political messages, images of death or drug/alcohol use.

HARDWARE

YES! D-rings, larger screw eyes - All tightly screwed in

NO! Clip-frames, sawtooth hangers, triangle hangers

FRAME SIZES

Smaller = to 16x20"
Larger = over 16x20"

CHECK LIST

- Artwork is clean
- Hardware is secure
- Size is within limits
- Contact info attached
- Prepare to transport
- Meets content guidelines
- Review video

visit
clackamasartsalliance.org/toolbox

for more information, and a video demonstrating art
preparation tips!

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