

Clackamas County Arts Alliance

ARTIST EXHIBIT PROGRAM

www.clackamasartsalliance.org/aep/



PART 1 - PROGRAM OVERVIEW/CONTRACT PACKAGE

The Artist Exhibit Program (AEP) of the Clackamas County Arts Alliance

rotates original artwork through 19 public gallery venues throughout Clackamas County. INDIVIDUAL ARTISTS and ARTIST GROUPS who live or work in Clackamas County are invited to apply to AEP annually. Most media will be considered in 2-dimensional or 3-dimensional artwork. The AEP call to artists invitation goes out early each summer for inclusion in the next calendar year's rotation of exhibits. Selected artists will be scheduled sometime within the following year for either a 3- or 4-month long exhibit.

What's the Purpose of AEP?

- **Increase public exhibit opportunities** for Clackamas County artists
- Provide local artists with **skill-building and gallery-readiness training**
- **Encourage public appreciation** for the work of County artists

Sales and Commissions

- Art sales resulting from AEP exhibits are possible but not promised
- If sales occur, no commission is due!

Exhibit Schedule and Contract Procedures

At least four weeks prior to an exhibit installation date (possibly months ahead), you will be contacted by the Exhibit Coordinator by Email to suggest an exhibit, listing venue, "Exhibit Period" (dates/times to deliver/pickup artwork), and number of artworks), and to confirm your contact information. Once confirmed, your full Contract Package will be Emailed out around the beginning of the month prior to your installation month (attached: contract PDF, your Art Statement to edit, a Label sheet PDF, and a venue map PDF). You (or an assistant) need to be available to drop off your artwork at the beginning of your exhibit, at the time specified (Exhibit Coordinator will install), and pick up your artwork at the end of your exhibit (artwork will already be down).

Your Email Contract Package *will have attached: (READ ALL DOCUMENTS)*

Return by Email within 1st week of month before your exhibit. Label list within weeks of your exhibit

- A two-page PDF of your exhibit contract (already signed and dated by our CCAA executive director). [Download, print out, sign/date at bottom of last page, scan back into your computer as a PDF, and Email back to Exhibit Coordinator].
- A draft copy of your Art Statement, formatted from your application information, ready for your edits. [New information (100 word max) to be emailed back to Exhibit Coordinator by text or scan PDF]
- A label list for entering information on what you will exhibit. We will make the exhibit labels based on your information. PLEASE PRINT. [Enter: Your name as you want it on the labels, one contact info, brief title and medium info, retail price or NFS value, sizes of artwork]

Visit Your Gallery

Try to visit the gallery before your exhibit! You will gain a better understanding of how your artwork will fit in the space, and you will know where you are going on installation day.

Publicity/Receptions

We publicize your exhibit in many ways. In addition, you may initiate your own publicity, but any and all information you provide to the media (print/online, etc) must include **Clackamas County Arts Alliance** reference as exhibit curator and sponsor. We do not host artist receptions in our galleries.

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PART II - PREPARING FOR YOUR EXHIBIT

Artwork Preparation (Check each piece before delivering)

All artwork must comply with our guidelines— be clean, mounted securely, and in good repair. 2D mats, frames and glass/plexiglas should fit the frame, and be free of dirt and damage, inside and out. 3D items should be stable, without flaws or damage, and have a prop for display, if needed.

2D Artwork

- **ARTWORK SIZES:** Artwork overall sizes can range from approximately a minimum of 8" x 10" to a maximum of 45" x 45", not exceed 20#.
- **HANGING SYSTEM:** We use the Arakawa Hanging system in most of our 2D galleries. There is a permanent rail along the top wall area of exhibit space, with lines and hooks attached that can move side-side and up-down. Each artwork is hung on 2 adjustable hooks attached to the back hardware of your artwork. The picture wire is used to lift your artwork, and to store excess length of hanging lines.
- **HANGING HARDWARE:** All 2D artwork frames must have hanging hardware attached to the sides of the backs of the frames or stretcher bars (not on the back panel, or at the top, or inside back panel), and located about 1/4 of the way down from top on each side of frame, tightly screwed in. We accepted a variety of D-rings. No screw-eyes, Clip-frames, sawtooth hangers, or hardware that does not have at least 1/8" open area clear inside the hanging hardware, after the picture wire is double-looped through.
- **PICTURE WIRE:** Use quality picture framing wire, double-looped through the hanging hardware, and twisted back on the wire at least 8 times, not too loose. When wire is pulled up taut at the center, the wire should be at least 2" below top of frame. DO NOT use fishing line, electric wire, plain metal wire, cotton/mesh cords, etc.

3D Artwork

- **3D CABINET:** Is a locked glass front case, insides overall display dimensions— 94 x 21 x 36", with 4 movable/removable) glass shelves, each 46 x 12", that sit to the back half of the unit.. Maximum size of an item should not exceed 30 x 30 x 18", and not exceed 20#.
- **PROPS:** Artists are encouraged to bring their own display props, if need.

Artwork Identification

Attach to the back, bottom or insides of all artwork: Your name, contact info, and title of item.

Easy solution! Attach a business card, write in artwork title.

Content / Subject

Artwork on display must be suitable for viewing by people of all ages, beliefs, and cultures. Subjects not suitable for our Public Gallery venues include: nudity, religious symbols, overt political messages, death, drug/alcohol imagery, depressing content, or anything controversial.

Exhibit Duration

Your artwork must remain on display for the full duration of your 3 or 4 month long exhibit - even work that may sell. If an item has been purchased, contact Exhibit Coordinator, and a red dot will be placed on that artwork, meaning sold. It will be available to you/your customer at the end of your exhibit cycle.

Transporting

You are responsible for loading and unloading your artwork in and out of the exhibit venue. We suggest using a handcart. Also, be prepared to cover your work during inclement weather, and secure inside your car.

Sue Allen :: EXHIBIT COORDINATOR

HomeOffice: 503-622-3611 Cell: 503-260-4982 sue@clackamasartsalliance.org