



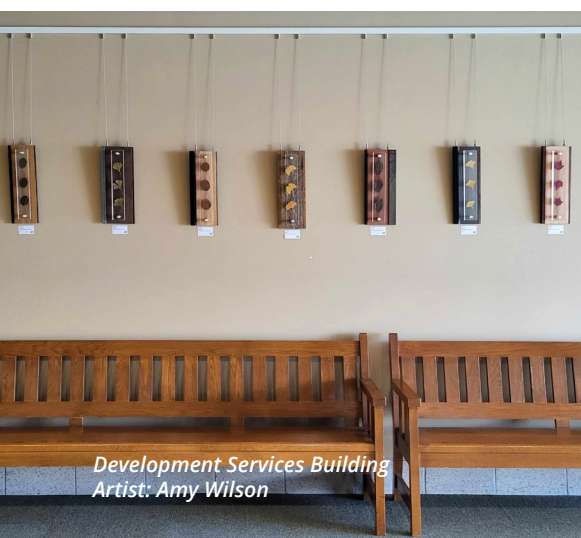
ARTIST EXHIBIT PROGRAM GUIDELINES HANDBOOK

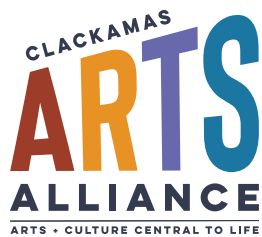
2026

TABLE OF CONTENTS



- PG. 3** About the Clackamas Arts Alliance & Artist Exhibit Program (AEP)
- PG. 4** AEP Call to Artist & Annual Timeline
- PG. 5** Application Requirements, Selection Process, Artwork Guidelines to Exhibit
- PG. 6** Exhibit Opportunities, Reports, Website & Social Media
- PG. 7** 2D Hanging Systems, Art Transport
- PG. 8** Acceptable Hanging Hardware
- PG. 9** Unacceptable Hanging Hardware
- PG. 10** What to Expect & When
- PG. 11** FAQs
- PG. 12** AEP Venues
- PG. 13** Artist Exhibit Program Agreement Sample Document
- PG. 14** Artist Exhibit Information Google Form Sample Document
- PG. 16** AEP Contact Information





ABOUT THE CLACKAMAS ARTS ALLIANCE

The **Clackamas Arts Alliance**, initiated in 1994, started out as an advisory board named Arts Action Alliance, appointed by County Commissioners, to advise and advocate for arts in Clackamas County. In 2003, the Arts Action Alliance became a tax-exempt non-profit organization under the name Arts Action Alliance Foundation.

In 2011, the name was changed to Clackamas County Arts Alliance - the driving force for arts and culture in Clackamas County today. The breadth of activities is wide-ranging, from grant programs, public art exhibits, to a full spectrum of art-related projects, performances, and displays.

The scope of work for Clackamas Arts Alliance has grown in response to county-wide demands. Whether to the benefit of at-risk youth, school programs, tourism initiatives, community beautification, or managing healthcare environments, using art as a healing tool shows the value of the arts in our communities and cannot be understated. Art is essential to the social and economic well-being of our county.

ABOUT THE ARTIST EXHIBITION PROGRAM

The **Artist Exhibit Program (AEP)** of the Clackamas Arts Alliance was established in 2004 with a few rotating galleries in Clackamas County public venues. We currently have 22 gallery spaces in 12 venues. Most exhibits rotate every 3 months, adding up to nearly 90 exhibit opportunities annually through AEP. We match artists to libraries, hospitals, city halls, county buildings, and other public spaces.

Our annual AEP rotation year is January to March of the following year, when the last December installed exhibits are deinstalled.

The purpose of AEP is to:

- increase public exhibit opportunities for Clackamas County visual artists.
- to provide local artists with gallery-readiness and skill-building training.
- to encourage public appreciation for the work of artists in our communities.

AEP CALL TO ARTISTS

The Artist Exhibition Program (AEP) CALL TO ARTISTS is held annually to choose artists for the following year exhibit session, and is open to visual artists who live or work in Clackamas County. Applications are submitted online using the Submittable platform, and a Selection Panel is formed annually to rate the applicants.

CALL TO ARTISTS ANNUAL TIMELINE:

- MID AUGUST - CALL TO ARTISTS OPENS
- END SEPTEMBER - CALL TO ARTISTS CLOSES
- NOVEMBER - NOTIFICATIONS TO ARTISTS
- NOVEMBER - ARTIST AGREEMENTS OUT
- FEBRUARY FOLLOWING - AEP ORIENTATION
- END JANUARY FOLLOWING - ARTIST AGREEMENTS RETURN
- JANUARY-DECEMBER - ARTISTS MONTHLY INSTALLS

CALL TO ARTISTS INFORMATION

Clackamas Arts Alliance showcases the work of local visual artists through our Artist Exhibit Program (AEP). We match artists to libraries, hospitals, city halls, county buildings, and other public spaces so their art can be viewed by the public.

The Arts Alliance coordinates installation, and artwork rotates regularly in venues throughout Clackamas County. Community members are able to enjoy changing exhibits, experience various art mediums, and learn about local artists. AEP opens doors to additional exhibit and sales opportunities for artists, while also providing skill building and gallery readiness training. The call for artists to participate in AEP (which is offered commission-free) is extended annually, with an updated roster of artists announced once selections have been completed.

AEP APPLICATION REQUIREMENTS

- Applying to the annual Artist Exhibit Program call is done with an online process (once the link is live). We suggest making an online folder to keep your information and photos that you will need to fill in the form.
- Artists' first and last name
- Clackamas County physical address where you live/ mailing address if different
- If you only work in Clackamas County, we ask for your Employer name, work address, contact person, and your position title
- Your cell phone number (required) and other phone (land line)
- Your email address
- Your website (if applies)
- Your social media (if applies)
- A brief artist statement about your art (50-100 words)
- 3 images of your art in jpeg format (with title and medium)

AEP SELECTION PROCESS

The AEP Selection Process is done digitally through the Submittable online application (free to use, but you will need to sign up for a Submittable account). Instructions are available when the Call to Artists is opened. Annually we seat a Selection Panel (various county persons) who will evaluate the applications. Save your account email and password to re-access your application.

ARTWORK GUIDELINES TO EXHIBIT

In order to fulfill our contracts with our venues it is important for ARTISTS to apply and deliver exhibit artwork that complies with our GUIDELINES. Exhibited artwork should be similar to application artwork. When you fill in your Google Form and list each artwork, you imply that your artwork will be ready to install when you deliver, according to our guidelines. Artwork that does not meet our standards may not be installed.

MEDIUMS

Our focus is on original visual 2D artwork and smaller 3D artwork, in most mediums.

Mediums include, but are not limited to: painting (oil, watercolor, acrylic) drawing, encaustic, printmaking, collage, mixed-media, etc., photography, book arts, textiles, ceramics, metal smithing, etc. **Some digital artwork may be accepted. AI-created work will not be accepted.**

CONTENT

Not all imagery is suitable for our displays in public buildings.

- NO nudity, suggestive imagery or provocative words
- NO depictions of death or alcohol or drugs
- NO political or social justice statements
- NO religious symbols or imagery

CONDITION

All artwork must be ready to install and in good repair.

- 2D clean (inside and outside)
- Must have **D-rings on 2 sides of backs, with good picture hanging wire**
- 3D art must be free standing (or with supplied stands), and stable

SIZES

2D: MINIMUM 8x8x1" MAXIMUM 48x60x3" not over 20 lbs

3D: must fit inside 3D cabinet: 21" deep x 94" wide x 36" high

Available are 4 adjustable/removable glass shelves (12"x 36") that attach to the back of the inside of cabinet at any height.

ARTWORK REQUIRED NUMBER

Each opportunity specifies an artwork quantity range specific to that gallery, stating a minimum and a maximum number of artworks required to install. Typical range is 6-9 artworks. Diptychs count as 2, and Triptychs count as 3.



EXHIBIT OPPORTUNITIES TO AEP ARTISTS

An AEP exhibit OPPORTUNITY will be emailed to an artist a few months before install dates. If this fits into your schedule to deliver your artwork on install day, and pickup at end, please **confirm email**. Exhibit Opportunity email will also contain a link to our Google Form. Artist is required to fill in the form and submit 2 weeks prior to installation date. Information needed for the Google Form are: Name, contact info, brief artist statement, titles, medium, price, and dimensions of each work to be exhibited. This information is used to create signage and labels for your exhibit.

EXHIBIT INSTALL REPORTS TO ARTISTS

An AEP Install report to artists is emailed after your exhibit is installed. It will include a PDF of your artist statement, images of the display (these are not professionally done), and a PDF of the VENUE info. You can use any of this information to publicize your exhibit, and are encouraged to do so.

WEBSITE & SOCIAL MEDIA

View current exhibits on our website's AEP page:
clackamasartsalliance.org/programs/artistexhibitprogram

Each exhibit is usually published on the Arts Alliance website by the end of the month of installation. **Your info will stay up while you are on display.**
Follow and tag @ClackamasArts.



2D HANGING SYSTEMS

The **ARAKAWA HANGING SYSTEM** is used in most of our AEP galleries to hang the artwork we exhibit. A metal rail is permanently attached (by the venue) to the gallery wall above where the artwork will go. From the rail, the movable/removable hanging cables can clip in and slide side to side. Hanging hooks are attached to the cables, and go up and down. Two of these hooks are attached to the backs of your artwork, at the frame D-rings, for stability and safety.



A **WOOD TRIM MOULDING RAIL SYSTEM** is used in a couple of galleries. The wood rail is permanently attached to the gallery wall above where the artwork will go. A wire line is attached to a hook on the rail and comes down and is attached to artwork at center of the hanging wire.

ARTWORK TRANSPORTATION & PROTECTION

Protect your artwork from the elements and damage in transport. Hand trucks, dollies or collapsible wagons for transporting artwork into the building may be useful.

ARTWORK REQUIREMENTS TO EXHIBIT

Artwork that does not meet hardware requirements may not be installed.

Attach securely to back of each artwork: your name, contact info, and title of art.

ACCEPTABLE HANGING HARDWARE



Wood frames and unframed stretched canvas need D-rings with wire.



Metal frames need omni, euro or Ook brand hangers with wire.

- Our Arakawa hanging systems have locking hooks that must fit through D-rings on the backs of all frames.
- All work must have two D-rings screwed securely (not nailed or glued) 1/4 -1/3 of the way down from the top of the frame or stretched canvas.
- Use hardware and wire gauge that is appropriate for size and weight of art.
- Picture wire sold at most hardware stores is braided galvanized or stainless steel and can be plastic coated or uncoated.
- Picture wire must be double looped 2x through D-ring before winding at other side.
- For instruction on attaching D-rings and wire see video: <https://www.youtube.com/watch?v=-ThspVqHlok>

UNACCEPTABLE HANGING HARDWARE

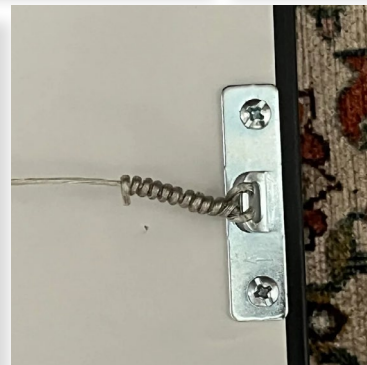


No screw eyes, sawtooth, clip in or push-pin style hardware, no small-gauge triangle hangers. No french cleats.

Nothing attached to inner wall of frame or stretcher bars.

No frame wire made of mesh cords, electric wire, fishing line or string.

Other examples of unacceptable hanging hardware.





*Clackamas County Employee Photo Contest,
Public Services Building - Entry Gallery
Artists: Various*

WHAT TO EXPECT & WHEN

CALL TO ARTISTS TIMELINE: Call OPENS mid August.

Call CLOSES end September.

CALL TO ARTISTS NOTIFICATION: Email notification of AEP acceptance November.

ARTIST AGREEMENT: Comes with notification to sign and return by end of year.

ARTIST ORIENTATION: Early February.

OPPORTUNITY: Throughout the year we will email out to individual artists exhibit opportunities to consider a gallery VENUE, with install /deinstall dates/times.

EXHIBIT INFORMATION FORM (EIF): Exhibit Opportunity email will also contain a link to our Google Form. Artist is required to fill in the form and submit 2 weeks prior to installation date. Information needed for the Google Form are: Name, contact info, brief artist statement, titles, medium, price and dimensions of each work to be exhibited. This information is used to create signage and labels for your exhibit.

WE USE THIS INFO FOR ART STATEMENT & SIGNAGE that we provide for your exhibit.

INSTALLATION: On day of your exhibit installation, promptly arrive inside gallery venue with your artwork ready to install. A cart is handy. AEP installs your exhibit. You may discuss any display ideas, but only AEP will do the actual installation work.

EXHIBIT REPORT: AEP will take photos of your display that we use for our website and social media. We will email you a report of your installation, with those images (not professionally taken) that you can also use to promote your exhibit.

DEINSTALLATION: We will remind you to pick up your artwork at the gallery when your exhibit is over. That info was also in your opportunity email. Once your exhibit is over, we will email you a link to a brief **ARTIST SURVEY** to fill in and return.

ARTIST SURVEYS: Once your exhibit is over we email a link to a short survey.

SALES: If you have any sales, this is when artwork is available to your customer.

ALL ARTWORK IS TO REMAIN ON DISPLAY FOR FULL EXHIBIT PERIOD.

FAQS

- All artists will return an online Artist Agreement by end of January of their exhibit year
- ARTIST EXHIBIT HANDBOOK is required reading to exhibit
- All exhibited artwork must comply with AEP guidelines
- All artwork is promptly delivered/picked up by the artist to/from inside exhibit gallery space
- All artwork must remain on display for the full duration of the exhibit period, even if it sells
- All exhibits are installed only by AEP, with guidance of artist, upon delivery to gallery
- All exhibits are deinstalled only by AEP, with artwork already down for pickup by artist
- There are no commissions taken by Arts Alliance on any sales through AEP exhibits
- Artist may put a red dot on artwork label of sold items
- AEP artists will get a Arts Alliance temporary website page while on exhibit



ARTIST EXHIBIT PROGRAM | 2026 VENUES

22 GALLERIES WITHIN 12 VENUES ACROSS CLACKAMAS COUNTY



Updated as of April 2026



1 GALLERY

BEAVERCREEK HEALTH CENTER

110 Beavercreek Rd. Oregon City



5 GALLERIES

CLACKAMAS COUNTY DEVELOPMENT SERVICES BUILDING

150 Beavercreek Rd. Oregon City



3 GALLERIES

CLACKAMAS COUNTY PUBLIC SERVICES BUILDING

2051 Kaen Rd. Oregon City



2 GALLERIES

GLADSTONE LIBRARY

525 Portland Ave. Gladstone



1 GALLERY

HOODLAND LIBRARY

24525 E Welches Rd. Welches



1 GALLERY

HAPPY VALLEY LIBRARY

13793 SE Sieben Park Way. Happy Valley



2 GALLERIES

MILWAUKIE HISTORIC CITY HALL

10722 SE Main St. Milwaukie



2 GALLERIES

OAK LODGE LIBRARY

3783 SE Concord Rd, Oak Grove



2 GALLERIES

PROVIDENCE WILLAMETTE FALLS MEDICAL CENTER

1500 Division St. Oregon City



1 GALLERY

SUNNYSIDE HEALTH CENTER

9775 SE Sunnyside Rd #200. Clackamas



1 GALLERY

SANDY PUBLIC LIBRARY

38980 Proctor Blvd. Sandy



1 GALLERY

WILSONVILLE CITY HALL

29799 SW Town Center Loop. Wilsonville

Visit ClackamasArtsAlliance.org/aep-venues for directions to each venue.
Interested in becoming an Artist Exhibit Program Venue? Contact Program Manager,
Chelsey Hawkey, at chelsey@clackamasartsalliance.org

AEP DOCUMENT SAMPLE | ARTIST EXHIBIT PROGRAM AGREEMENT

Clackamas County Arts Alliance ARTIST EXHIBIT PROGRAM



CLACKAMAS COUNTY ARTS ALLIANCE - AEP 2027 - ARTIST EXHIBIT PROGRAM AGREEMENT

Artist Name:
Address:
Cell Phone:
Home Phone:
Email Address:

SECTION I - TERMS

1. Clackamas County Arts Alliance and ARTIST agree to exhibit ARTWORK that is the same or similar to that submitted to and selected by the Arts Alliance for the 2027 Artist Exhibit Program (AEP 2027).
2. A few galleries are installed each month. Clackamas Arts Alliance shall email an AEP 2027 Exhibit OPPORTUNITY to artists 1-4 months prior to an exhibit installation. This will include details of gallery venue and location offered, exhibit period, ARTWORK delivery and pickup dates and times, number of ARTWORKS required for that venue, as well as ARTIST contact information. This will ensure enough time for ARTIST to prepare for the exhibit.
3. Once an OPPORTUNITY is confirmed, Artist is responsible for filling out and submitting their exhibit information in our GOOGLE FORM. This shall be completed and returned within two weeks of installation, if not sooner. Information submitted in our GOOGLE FORM include artist statement and artwork details for exhibit signage.
4. Artwork shall be delivered ready for installation, prepared to our Guidelines as stated in **AEP ARTIST HANDBOOK PDF**.
5. Only Clackamas Arts Alliance shall install or remove any artwork that is on exhibit with AEP.
6. All artwork shall remain on exhibit for full duration of exhibit period, even if it sells. Sold artwork is available to your customer after end of exhibit.
7. If an artwork sells during the exhibit period, ARTIST is responsible for negotiating sale and payment. Clackamas Arts Alliance does not charge a commission on any sales, and ARTIST retains 100% of sale.
8. ARTIST shall be fully responsible for insuring or self-insuring all ARTWORK on exhibit against any damage or loss. Clackamas Arts Alliance shall exert all reasonable effort to protect the artwork from theft, vandalism, or other damage. ARTIST further agrees to hold Clackamas Arts Alliance harmless for any ARTWORK damage or loss during transport, and during exhibit period.
9. ARTIST permits Clackamas Arts Alliance use of ARTIST'S name and electronic reproduction of ARTWORK in Clackamas Arts Alliance publicity efforts.
10. ARTIST shall exert all reasonable efforts to include Clackamas Arts Alliance as curator of the exhibition in ARTISTS marketing efforts.

SECTION II - ARTWORK PREPARATION GUIDELINES

1. ARTIST shall provide 2D or 3D ARTWORK that complies with guidelines as stated in the **AEP ARTIST HANDBOOK PDF**.
2. All ARTWORK should be ready to install, clean, in good repair, and stable.
3. ARTIST name, title, and contact information should be attached to all ARTWORK.

In Witness Whereof, the parties have agreed to the AEP Exhibit Agreement as of the date set forth below

Chelsey Hawkey

AEP SIGNATURE

Chelsey Hawkey

Artist Exhibit Program Manager

CLACKAMAS COUNTY ARTS ALLIANCE

DATE: XXX

ARTIST SIGNATURE

DATE:

AEP DOCUMENT SAMPLE | GOOGLE FORM

A link to our Google Form is sent within each Exhibit Opportunity email. This form needs to be filled out and submitted 2 weeks prior to your Drop-off date.

Information you will provide us in this form include: Your name and contact information, website and/or social media if applicable, and brief artist statement.

Artwork details needed are: Title, medium, price and dimensions of each piece to be displayed.

Page 1 Sample of Google Form

CLACKAMAS ARTS ALLIANCE **ARTIST EXHIBIT PROGRAM**

Section 1 of 22

AEP Exhibit Information Form

B *I* U

Please complete this form and double-check everything for accuracy **at least 1 week prior to your exhibit installation date.**

Email *

Valid email

This form is collecting emails. [Change settings](#)

Artist contact information

The following information will allow visitors to contact you with any questions or purchase inquiries. **Please only provide the information you would like to be posted at your exhibit and on our website.**

Your name *

As you would like it displayed on our exhibit signage and website

Short answer text

Preferred phone number

This will appear on **our exhibit signage and website** for potential patrons to contact you. Leave blank if you don't want this to be made public.

Short answer text

Preferred email

This will appear on **our exhibit signage and website** for potential patrons to contact you. Leave blank if you don't want this to be made public.

Short answer text

Website and social media

These links will appear on **our exhibit signage and website** for potential patrons to contact you. Leave blank if you don't want them to be made public.

Short answer text

AEP DOCUMENT SAMPLE | GOOGLE FORM CONTINUED

Page 2 Sample of Google Form

Artist's statement *

Let viewers know a little about the works in your exhibit, such as your process, materials, or inspiration. Please limit to 500 characters.

Long answer text

Have you exhibited your work publicly before?

Clackamas Arts Alliance is collecting this optional information to help us track our engagement efforts with artists at various points in their careers.

Select all that apply.

Yes, I have had previous solo exhibits (through AEP or elsewhere)

Yes, I have participated in group shows

No, this is my first time exhibiting my work in public

Other: _____

Section 2 of 22

Artwork #1 details

Most of our galleries can accommodate 6-9 pieces, depending on the scale of your work.

Please review your exhibit details to **confirm the number of allowable artworks for your display** and enter the information for each artwork you will be delivering.

Artwork #1 title

Short answer text

Medium

Please provide a brief description to include on the artwork's label, e.g., "Acrylic and ink," "Mixed media," "Wood and stone"

Short answer text

Price

In round dollar amount. Indicate "NFS" if the work is not for sale.

Short answer text

Dimensions

Please indicate the approximate installed size (including any frame or other mounting material) in inches, height x length x width. Artworks under 6" x 6" or over 36" x 36" might not be accepted due to installation and spatial constraints.

Short answer text

CLACKAMAS ARTS ALLIANCE & AEP CONTACT INFO

CLACKAMAS ARTS ALLIANCE GENERAL INFO

Mailing Address: PO Box 2181 Oregon City, OR 97045

Staff Voicemail: (503)655-0525

info@clackamasartsalliance.org

VISIT ClackamasArtsAlliance.org

ARTIST EXHIBIT PROGRAM INFO

Chelsey Hawkey, Artist Exhibit Program Manager

chelsey@clackamasartsalliance.org

Program Info: ClackamasArtsAlliance.org/programs/artistexhibitprogram

FOLLOW US ON INSTAGRAM

Instagram.com/clackamasarts

Tag us @ClackamasArts

