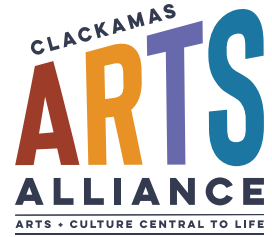


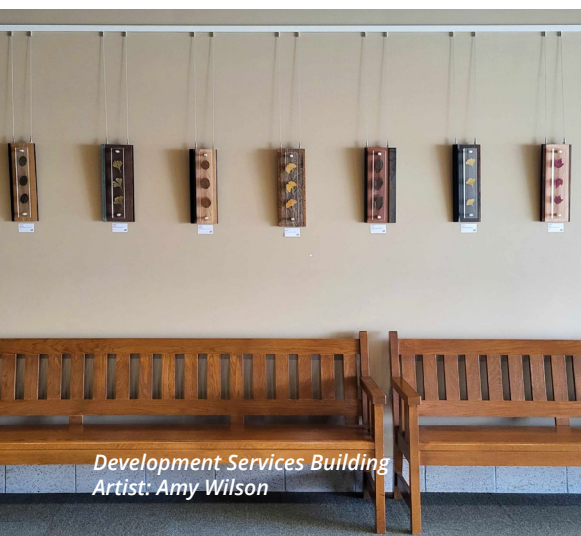


ARTIST EXHIBIT PROGRAM GUIDELINES HANDBOOK

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ABOUT THE CLACKAMAS ARTS ALLIANCE

The **Clackamas Arts Alliance**, founded in 1994, advocates for arts in Clackamas County through grant programs, public art exhibits, and community projects and workshops.

Originally an advisory board appointed by County Commissioners, the Arts Alliance is now an independent non-profit, and the driving force for arts and culture in Clackamas County today.

Clackamas Arts Alliance continues to be a champion for making the arts accessible for all, and to keep arts & culture central to life.

ABOUT THE ARTIST EXHIBITION PROGRAM

Established in 2004, the Clackamas Arts Alliance showcases the work of local visual artists through our Artist Exhibit Program (AEP). We match artists with libraries, hospitals, county buildings, and other public spaces so your work can be viewed by the community.

The AEP has expanded to 22 galleries in 12 venues across Clackamas County. Galleries are rotated quarterly, adding up to nearly 90 exhibit opportunities for local artists annually!

The purpose of AEP is to:

- Increase public exhibit opportunities for Clackamas County visual artists.
- Provide local artists with gallery-readiness and skill-building training.
- Encourage public appreciation for the work of artists in our communities.

AEP CALL TO ARTISTS

Each summer Clackamas Arts Alliance puts out an online call to artists for submissions for the following year's program. This opportunity is open to emerging and experienced visual artists who live or work in Clackamas County. Artists submit contact information, an artist statement, and 3 images of artwork similar to what they might exhibit.

AEP APPLICATION REQUIREMENTS

- Applications for the annual Artist Exhibit Program are submitted online once the link is live.
Pro Tip: Create a digital folder to keep images and artist statement organized and ready
- All applications for AEP are done through submittable.com. Artists will need to create a free submittable account to apply.
- Artists' first and last name
- Clackamas County physical address or mailing address if different
- If you work, but do not live in Clackamas County, we ask for your employer name, work address, contact person and position title.
- Cell phone number (required) and other phone (optional)
- Email address
- Website (if applies)
- Social media (if applies)
- Brief artist statement (50-100 words)
- 3 jpeg images of your art labeled: name_title_medium

AEP ANNUAL TIMELINE:

- MID AUGUST - CALL TO ARTISTS OPENS
- END SEPTEMBER - CALL TO ARTISTS CLOSES
- OCTOBER - SELECTION PANEL VOTES
- NOVEMBER - NOTIFICATIONS & AGREEMENTS SENT TO ARTISTS
- END JANUARY OF PROGRAM YEAR - AGREEMENT SIGN & SUBMIT DEADLINE
- FEBRUARY - AEP ORIENTATION
- JANUARY - DECEMBER OF PROGRAM YEAR - GALLERY SCHEDULING & INSTALLATIONS

AEP SELECTION PROCESS

The Artist Exhibit Program is juried by a Selection Panel of county representatives after the application window closes. This is a closed jury process, and artists will be notified by late October or early November.

ARTWORK GUIDELINES TO EXHIBIT

An AEP Agreement document will be sent to all Artists accepted into the program. This is a contract between the Artist and Clackamas Arts Alliance stating key points to exhibit. AEP Agreement must be signed and submitted by the end of January of program year to participate. Exhibited artwork should be similar to application artwork. See specific artwork requirements below.

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 location 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

Throughout the year the AEP Manager will send an **Exhibit Opportunity Email** to each artist detailing time, location and instructions for your art show. **Prompt response is necessary to confirm your exhibit in our calendar or move you to a later date.** Opportunities declined at end of program year may not be sent an alternate time slot.

Each Exhibit Opportunity Email will contain a link to our Google Form. This form must be filled in and submitted 1-2 weeks prior to your installation date. Information needed for the Google Form are: Name, contact info, brief artist statement, titles, medium, price and dimensions of each artwork to be displayed. This information is used to create signage for your exhibit.

When you submit your Google Form you imply that all artwork listed will be ready to install with proper hardware, and meets all other AEP artwork requirements. Artwork that does not meet our requirements for hardware, medium, content, condition, size and required number, may not be installed.

GALLERY ASSETS FOR ARTISTS

Gallery assets are 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! Spread the word, and bring your friends and family to see your art show!

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.

Artist is responsible for any and all packaging and transport needs such as hand trucks, dollies collapsible wagons etc.

ARTWORK REQUIREMENTS TO EXHIBIT

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

Attach securely to back of each artwork:

Required hardware, your name, and the 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

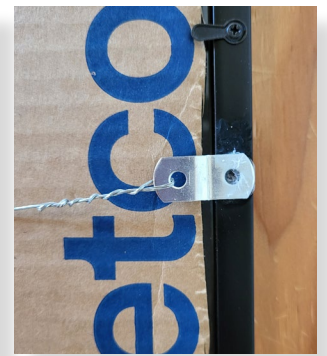


No screw eyes, sawtooth, clip in or push-pin style hardware, no small-gauge triangle hangers. No french cleats.

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.



WHAT TO EXPECT & WHEN

CALL TO ARTISTS: Opens mid August

CALL CLOSES: End of September

ARTISTS NOTIFIED: Via email late October- early November

ARTIST AGREEMENT: Emailed in November, due by end of January

ARTIST ORIENTATION: Early February

EXHIBIT OPPORTUNITIES: January-December

OPPORTUNITY: Throughout the year Program Manager will send an Exhibit Opportunity Email to each artist detailing time and location for your art show.

GOOGLE FORM/EXHIBIT SIGNAGE: Exhibit Opportunity email will also contain a link to our Google Form. Artist is required to fill in the form and submit 1 to 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.

INSTALLATION: On day of your exhibit installation, promptly arrive inside gallery venue with your artwork ready to install. You may discuss any display ideas, but the Program Manager will do the actual installation work.

GALLERY ASSETS: Program Manager will take photos of your exhibit to showcase your art on the Clackamas Arts Alliance website and social media. Artist will receive these images in an email along with a formatted artist statement and venue information for self promotion.

DEINSTALLATION: Program Manager will send a reminder email to pick up your artwork at specified time and day. Once exhibit concludes, a link to a brief Artist Survey is sent for your feedback about the program.

SALES: If you have any sales, this is when artwork is available to your customer. Consider making a 10% or 20% donation to the Clackamas Arts Alliance!

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 Program Manager with guidance of artist, upon delivery to gallery
- All exhibits are deinstalled only by Program Manager, with artwork already down for pickup by artist
- Voluntary sales commissions are encouraged to help support Clackamas Arts Alliance programming
- Artist may put a red dot on artwork label of sold items
- AEP artists will get a Arts Alliance temporary website page while on display



ARTIST EXHIBIT PROGRAM 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

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ARTIST EXHIBIT PROGRAM

Section 1 of 22

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AEP Exhibit Information Form

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](https://clackamasartsalliance.org)

ARTIST EXHIBIT PROGRAM INFO

Chelsey Hawkey, Artist Exhibit Program Manager

chelsey@clackamasartsalliance.org

Program Info: [ClackamasArtsAlliance.org/programs/artistexhibitprogram](https://clackamasartsalliance.org/programs/artistexhibitprogram)

FOLLOW US ON INSTAGRAM

Instagram.com/clackamasarts

Tag us @ClackamasArts

MAKE A DONATION

[ClackamasArtsAlliance.org/donate-now](https://clackamasartsalliance.org/donate-now)

Voluntary sales commissions are encouraged to help support Clackamas Arts Alliance programming. If you have any sales, this is when artwork is available to your customer. Consider making a 10% or 20% donation to the Clackamas Arts Alliance!

