Gallery 1075
Manual and Guidelines

1075 West Capitol Avenue
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Additional forms to be provided to an exhibiting Artist

- Contract for Art Exhibit
- Release of Liability
- Title Card

1. Core Values and Mission Objectives of Parks and Recreation

Thank you for your interest in displaying your artwork with the City of West Sacramento Parks and Recreation Department. We are excited about the possibility of working together to reach our common goals and to serve our community. The Parks and Recreation Department is dedicated to building strong individuals, families, and communities through providing recreation opportunities. In saying this, we are stating a belief that benefits of participating in social recreation programs, classes and events extend beyond the activity itself into the creation of community.

2. Gallery Mission and Purpose

The Art Gallery welcomes the opportunity to allow West Sacramento to use the display areas of the Community Center. The gallery is a vibrant and artistic hub committed to the promotion and development of local and regional artists. The exhibits will feature works of different artists throughout the year.

3. Duration of Loan

Exhibitions and loans are typically one to two months in duration, duration of loan may be slightly longer allowing for installation and removal of the exhibition.

4. Exhibit Requests and Procedures

1. All exhibits must be authorized by City of West Sacramento
2. Exhibitors must fill out the Art Exhibit Application and provide image samples related to the exhibit.
3. Exhibit requests are reviewed and approved by the Gallery Supervisor.
4. Exhibits are booked based by availability. Preference for an exhibition month will be considered.

5. Delivery, Condition and Care

All costs of delivery (including transportation and insurance) if any shall be paid by the Artist. The Exhibitor agrees to use best standard of care for the works. The Exhibitor agrees to return the works in the same condition as received. The Exhibitor shall arrange for return the works by the date specified. The Artist shall be responsible for the pick-up and any costs of return delivery (including transportation and insurance) of the works.

All artworks must be completely dried prior to delivery, “wet” paintings will not be accepted.

6. Loss or Damage to Artwork

Loss and Damage to Artist Work

The Exhibitor shall not be responsible for loss of or damage to the works from the time of shipment from the Artist through the time of delivery back to the Artist. Insurance is optional at the expense of the artist. Standard best practices will be used to attempt optimal care of artworks.

Damage to Community Center Property

Artist is liable for any damage caused to building floors, walls, columns, standard booth equipment, or to other artists’ property. Artist may not apply paint, lacquer, adhesive, or other coating to building columns and floors or to standard booth equipment. Holes may not be drilled, cored, or punched in the building.

7. Display of Artwork

Gallery 1075 is in a public area readily accessible to all ages. The artworks in the Gallery are on view to local pedestrian traffic and the gallery is occasionally used for youth educational activities and meetings.

Gallery 1075 is a 2-dimensional art gallery. All artworks are hung on exhibit display rails using suspension wires. All artworks must be wired with horizontal hanging wire, *prior to delivery*.

Max weight: 50 pounds
Max Dimensions: 36 in x 48 in
Minimum Dimensions 8 in x 10 in (artworks must be wired properly for optimal display)

8. Preparing Artwork for Display

All art works will be delivered ready for exhibition: dry, *properly wired*, and securely framed.

Properly wired: Artwork must be equipped with a horizontal hanging wire in the back, *prior to delivery*. Artist is responsible for providing artwork with appropriate hanging wire.

Artwork will be equipped with braided wire attached to the back frame or canvas stretcher bars. The wire should be 1/3 down from the top of the frame/canvas and be strung as tight as possible, or with little slack. Wires must be woven/braided or plastic coated and tight enough to not show when hung. Wire ends should be wrapped with tape.
No not use galvanized metal wires which are prone to easy breakage, risking damage to the artwork and gallery.

It is highly suggested that all paper works, watercolors, graphite or water media, and pastels be framed under glass or a clear surface. All work exceeding 28’ X 36’ must use Plexiglas.

All paintings should be completely dried paint, have cleaned edges (no tape), and wired properly in the back. Artwork should be free of dust, frames and glass cleaned of smudges and fingerprints.

No saw tooth hangers will be accepted. The Gallery does not supply framing, hardware, or wire.

9. Installation & Arrangement of artworks

The Artist will deliver each work of art ready for display including framing, mounting, cleaning, or any special installation that is required. The Exhibitor agrees not to remove any work from its frame or other mounting or in any way alter the framing or mounting.

The Gallery will be responsible for installing the exhibition and shall have full discretion and authority in the placing, arrangement, and appearance of all items displayed. *Any special arrangement requests must be submitted to the Gallery Supervisor in writing prior to installation day*. The Gallery Supervisor may require the replacement, rearrangement, or removal of any item which the Community Center and/or Parks and Recreation deems inconsistent with its Core Mission or Values, or inappropriate for any other reason. No liability shall attach to the Exhibitor for costs that may result upon the Artist, such as shipment of removed artwork. Signs, banners, etc. may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, painted surfaces, or columns.

10. Retrieval of artworks

The Community Center and Gallery 1075 do not have any storage space to protect artworks that are not on display. Artists shall be responsible for prompt removal of artworks at the end of their exhibit. The artist will have five business days maximum from the agreed pick-up date to retrieve artworks. If the artist is unable to retrieve the artworks personally, please designate a representative to retrieve artworks.

11. Signage/ Identification of Artwork

One month prior to installation, the artist will complete and submit a TCI Form which includes: Title of Work, medium, dimensions, date, and price, if any, created for all works to be displayed. When displayed, each work shall be accompanied by a label or plaque identifying the work as the property of the Artist. The Gallery will be responsible for creating all title cards. For large bodies of work, please prioritize the works numerically on the Title Card Form.

12. Sales will be the responsibility of the Artist

The exhibitor will not handle any possible sales of displayed artwork while under contracted days of exhibition. Artwork will not be sold directly by city staff. The Exhibitor will not take any commission. Any possible sales are the sole responsibility of the Artist.

The artist's contact information will be listed on the title card for interested parties to reach the artist directly at their discretion. The artist is then to handle all aspects of selling the piece, *including delivery arrangements*.

Any artwork sold during the show must remain in the exhibition until the established end date. Gallery 1075 takes no commission from any artist sales. There is no gallery application fee or exhibition fee.

13. Publicity

The Gallery will publicize the exhibit through its social media channels, on its website and to internal departments. Any special requests or assistance needed to publicize can be requested and arranged with the Gallery Supervisor in a timely manner. If a postcard invitation or special email announcement is desired, they must be coordinated in a timely way with the Gallery Supervisor. Artists are highly encouraged to promote the exhibition and art reception.

14. Receptions

Artists will have the honor to have a meet and greet reception in which family, friends, and the public may attend. We suggest holding the reception within the first two weeks of the exhibit. The date and time will be determined according to the dates of the show, the availability of the Community Center and the discretion of the Artist. The Community Center will supply a modest spread of snacks and water. Artists are welcome to bring additional food, with set-up and clean-up the responsibility of the artist.

Receptions shall be coordinated during the Community Center's normal business hours.
Business hours are Monday – Friday from 8:00 am to 5:00 pm

I have read the Manual and Guidelines.

Sign Name_____ ***DATE:*** _____