



TEMPORARY ART EXHIBIT GUIDELINES FOR CITY FACILITIES FOR 2009

In an effort to promote art by providing opportunities for local artists to display their work, the City of Morgan Hill encourages the use of City facilities for temporary art exhibits.

Administration of the temporary art exhibits is the responsibility of designated City staff at the host facility. The following are guidelines only. Please contact Karen Lengsfeld, Community Services Coordinator at 408-7797271 for additional information.

Exhibit Scheduling

- An annual art exhibit schedule will be established on or before November 30th of each year. Each exhibit will run for approximately 6-8 weeks.
- It is the intent to include a balanced mix of professional individual, group adult (professional and amateur), and student group shows in the exhibit schedule.
- In the event that there are more requests for exhibit space than can be accommodated in the exhibit calendar, a wait list will be established. Priority will be given to Exhibitors/Artists who have not exhibited before and to Morgan Hill residents.

Exhibit Selection Criteria

- **Open Competition** - All Exhibitors/Artists are welcome to propose an exhibit.
- **Individual or Group Proposals** - Individuals may submit a proposal for a one-person exhibit or two or more artists may submit a proposal for a group show.
- **Proposal** - Exhibitor/Artist must submit a proposal that includes an artist biography and slides or pictures representative of the art to be exhibited.
- **Suitability** - Exhibits must be appropriate for the general public. This will be determined by the designated City staff at the host facility.
- **Display Methods** – Appropriate display pedestals or cases must be provided by Exhibitor/Artist.
- **Specific Criteria** - Exhibit-specific criteria may be established for a particular exhibit.

Art Selection Criteria

- Artistic integrity and a high quality of aesthetic experience will be the primary considerations in the selection of art.
- Artwork will be suitable to a diverse and general audience that includes the customers and employees of the facility, as well as the general public.
- Artwork will be suitable in scale, materials, and form for its surroundings.
- Artwork will be displayed appropriately and securely.
- Artwork will not pose a threat to public safety.

Exhibitor/Artist Responsibilities

- **Exhibition Agreement** - Prior to installation, the Exhibitor/Artist will sign an Exhibition Agreement that includes the specific work or art being displayed, the declared value of the work, the exhibit site, the term of the exhibit, installation and removal criteria, a waiver of liability, and an indemnification clause.

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- **Artist Biography** - Exhibitor/Artist will submit a printed artist biography and explanation of the works on exhibit six (6) weeks prior to the exhibit date. The bio will be displayed during the exhibit and its content may be used by the City for publicity purposes. The bio should be mounted or framed, ready to hang, and no larger than 14x16.
- **Commercial Sales** - Exhibits are not intended as a means for commercial sales. However, if the Exhibitor/Artist provides a price and artist contact information, facility staff will attempt to provide that information upon request.
- **Promotion** - Exhibitor/Artist is encouraged to promote their exhibit through the use of printed materials and by hosting an artist reception at the host facility. Exhibitor/Artist assumes all responsibility, including financial, for the self-promotion of their exhibit. All advertising should contain who, what, where, and when of the exhibit and reception. All advertising should display the City logo whenever possible and be approved by designated City staff. The City logo will be provided to the Exhibitor/Artist upon request.
- **Artist Reception** - Exhibitor/Artist may request space at the host facility for a reception during their exhibit. The date will be mutually agreed upon. The Exhibitor/Artist is responsible for all associated expenses, set-up, and clean-up.
- **Installation/Removal** - Exhibitor/Artist is responsible for the installation and removal of their artwork. Installation and removal dates will be mutually agreed upon.

Host Facility Responsibilities

- **Administration** – City staff is responsible for the administration of the temporary art exhibits program at City facilities and all agreements between the Exhibitor/Artists and the City as they relate to the exhibits.
- **Promotion** – The City will promote the art exhibits in general and may promote specific exhibits in City publications and City website whenever possible.
- **Artist Reception** - If requested, an artist reception will be scheduled at the host facility. The room will be provided at no charge.
- **Installation/Removal** – City staff will be available at the outset of installation to provide direction on the hanging system. City staff will not be available to physically assist with the exhibit installation or removal.

Installation

- **Date and Time** - The date of installation will be based on the master exhibit calendar and noted in the Art Exhibition Agreement. The actual time of the installation will be mutually agreed upon. It is important that installation date and time be strictly adhered to. Storage space is not available at the host facility.
- **Hanging** - Hanging artwork must be installed from the horizontal hanging strips using the hardware provided. No nails or additional hardware may be used. Any hanging variations must be mutually agreed upon and noted in the Art Exhibition Agreement.
- **Framing** - The City makes no representation to and assumes no responsibility for the suitability of the frame for the artwork, the method or means of framing, or the appropriateness of the framing for hanging or extended display.
- **Other Display Methods** - Exhibitor/Artist is responsible for any cases or pedestals needed for display. The type and placement of any additional display materials will be mutually agreed upon in advance and noted in the Art Exhibition Agreement.

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- **Labeling** - Exhibitor/Artist will provide printed identifying labels (approximately 3 x 5 and mounted on foam core) that include the name of the artist, the name of the artwork, and the medium. If the art is for sale, the price may also be included in the label. The identifying labels may be mounted to the wall using adhesive putty.

Removal

- **Date & Time** - The date of removal will be based on the master exhibit schedule and noted in the Exhibition Agreement. The actual time of the removal will be mutually agreed upon. It is important that removal date and time be strictly adhered to. Storage space is not available at the host facility.
- **Early Removal** - No artwork shall be removed prior the removal date as noted in the Exhibition Agreement without the consent of the designated City staff.
- **Acknowledgement** - Upon removal, Exhibitor/Artist must acknowledge the removal of the artwork from the facility by initialing and dating the appropriate section of the Exhibition Agreement.

Selling Artwork at the CCC

- The City of Morgan Hill will charge a commission of **10%** (of the selling price) to the artist for any artwork sold as a result of the MH CCC exhibit. We will contact you with the interested purchaser's name, and you will complete the transaction and provide the commission to the City. This commission will go to further art programs and projects of the City.