



EXHIBIT A

TEMPORARY ART EXHIBIT GUIDELINES FOR CITY FACILITIES

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.

Temporary Art Exhibits at City facilities are the responsibility of the Art Exhibit Panel which is made up of a member of the Library, Culture & Arts Commission, a community member at large, and a City staff member designated by the City Manager. Please contact Karen Lengsfeld, Community Services Coordinator, at 408-782-2128 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 Artists/Exhibitors who have not exhibited before and to Morgan Hill residents.

Exhibit Selection Criteria

- **Open Competition** – All Artists/Exhibitors 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** – Artist/Exhibitor 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 and will be determined by the Art Exhibit Panel.
- **Display Methods** – Appropriate display pedestals or cases must be provided by Artist/Exhibitor.
- **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.

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Artist/Exhibitor Responsibilities

- **Exhibit Agreement** - Prior to installation, the Artist/Exhibitor will sign an Art Exhibit Agreement that includes the exhibit site, exhibit term, installation and removal criteria, waiver of liability, and a list of work exhibited.
- **Artist Biography** - Artist/Exhibitor 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 Artist/Exhibitor provides a price and artist contact information, facility staff will attempt to provide that information upon request.
- **Promotion** - Artist/Exhibitor is encouraged to promote their exhibit through the use of printed materials and by hosting an artist reception at the host facility. Artist/Exhibitor 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 Artist/ Exhibitor upon request.
- **Artist Reception** - Artist/Exhibitor may request space at the host facility for a reception during their exhibit. The date will be mutually agreed upon. The Artist/ Exhibitor is responsible for all associated expenses, set-up, and clean-up.
- **Installation/Removal** - Artist/Exhibitor 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 Artist/ Exhibitor 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 Exhibit 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 Exhibit 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** - Artist/Exhibitor 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.

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- **Labeling** – Artist/Exhibitor 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 Art Exhibit 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 Art Exhibit Agreement without the prior consent of the designated City staff.
- **Acknowledgement** - Upon removal, Artist/Exhibitor must acknowledge the removal of the artwork from the facility by initialing and dating the appropriate section of the Art Exhibit Agreement.

Selling Artwork at the CCC

- The City of Morgan Hill will charge a commission of 10% (of the selling price) to the Artist/Exhibitor for any artwork sold as a result of the exhibit. It is the responsibility of the Artist/Exhibitor to notify the City's designated staff of the purchase and to provide the commission in the form of a check made out to the City of Morgan Hill. The commission will go to further art programs and projects of the City.