

## City Hall Gallery Information for Exhibiting Artists

- **About the Springfield Arts Commission:**

- The Springfield Arts Commission (SAC) is composed of volunteers and provides opportunities for artistic creation, exhibits, performances, events, and promotes cooperation among local organizations to make art accessible. Commissioners volunteer for subcommittees in these main areas: the City Hall Gallery, Heritage Arts Grants, Marketing, Outreach, Public Art, and the Downtown Springfield Second Friday Art Walk (coordinated by the Emerald Art Center).

- **Contact information:** If you have any questions about your gallery show, you can contact our City Liaison Mindy Linder ([mlinder@springfield-or.gov](mailto:mlinder@springfield-or.gov) / **(541) 726-3388**).

- **About the Gallery:**

- **Location and hours:** The gallery is located inside Springfield City Hall to the left of the main entrance to the Springfield Public Library. The address and hours are:

225 5th St, Springfield, OR 97477

**Monday:** 12:00pm-7:00pm

**Tuesday:** 10:00am-7:00pm

**Wednesday:** 10:00am-6:00pm

**Thursday:** 12:00pm-7:00pm

**Friday:** 10:00am-5:00pm

**Saturday:** 10:00am-3:00pm

**Sunday:** Closed

- **On the Wall:** The City Hall Gallery wall is 69.5' long. The Young Artists Gallery wall is 30' long. Two-dimensional art is hung on Velcro hooks, or, when necessary, nails. The wall is carpeted. Individual tags or information sheets on paper or tag board can be attached to it with Velcro that is provided by the SAC.

- **In the Exhibit Cases:** Also available to artists in this space are three display cases. The interior of the smallest measures 19" x 19" x 19"; the second is 21" x 21" x 21"; and the largest is 47" wide x 23" deep x 34" high. If your work will require these cases, it is important for the SAC to know this in advance, as three-dimensional artists are sometimes booked simultaneously for this space.

- **Other Options:** Three-dimensional work larger than the exhibit cases is welcome. However, this work cannot be fragile in nature, as again, the gallery is a public space, and work will probably be touched by viewers.

- **Preparing for your exhibition:**

- **Previewing the gallery:** You are strongly encouraged to check out the gallery before your installation day.

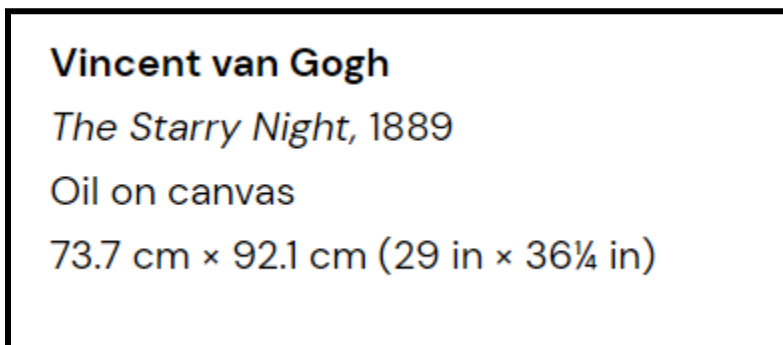
- **Installation/De-installation dates:** The Gallery Chair will work with you to determine your installation and de-installation date and time. We will contact you about a month before your show to schedule these times. If you would like to schedule further in advance, get in touch with the gallery chair. All arrangements for scheduling the installation, exhibition, and removal of the show are at the discretion of SAC.

- **Size and preparing:** Suggested minimum size is 16"x20" though considerations may be made. Suggested maximum weight is 15 lbs. All pieces must be appropriately and securely framed and mounted for display. The ideal preparation for hanging framed artwork is to attach D-rings on a screw plate on the left and right sides of the frame for wood frames, the equivalent hardware on metal frames, with wire attached across the back. The minimum standard of pieces that are 16" x 20" has been established for the protection of the art. The gallery is part of the city security coverage but smaller pieces are simply too easy to carry away.

- **Labels:** Each of your works of art needs to be accompanied by an information tag. Please use a heavy cardstock or mount them on foamboard

- The artist's name
- The title of the work
- The medium of the work
- The size of the work
- The price of the work (if applicable)

Art Info Tag Example:



- **Installation hardware:** Installation is easy with our gallery wall. We use a Velcro-like system, with the wall acting as the looped side and patches with hooks acting as the barbed side. Each patch can hold about 30 pounds. We also have smaller patches that adhere to your description tags. This system works a lot faster than hammering nails in the wall—our longest installation with this system has been two hours! Please come to your installation with a sense of your

exhibition layout.

• **Prohibitions:** SAC is prohibited from displaying pornographic or obscene material pursuant to ORS 167.087. SAC will be responsible for determining the quality and merits of the art. The commission reserves the right to refuse any art. Work that is deemed too fragile or unsafe for display will not be accepted.

• **Installing your exhibition:**

• **Help with installing:** One of the arts commissioners—likely the gallery chair—or a dedicated gallery volunteer will be available to help you install and deinstall your exhibit. You're welcome to bring friends to help, too.

• **Loan Agreement and Inventory List:** Artists are required to sign an "Incoming Loan Agreement" (please see enclosed). At the time of installation, please provide an inventory list that captures what you have installed and the value of each work. The inventory list will be kept on file. The artist is required to also sign the loan agreement once the works have been deinstalled.

• **Parking:** There is a covered parking area at 5th and A St. That parking area is close to an elevator, which brings you to the entrance closest to the gallery. We will bring you a cart to help you transport your art pieces.

• **Promotion & Sales:**

• **Marketing:** Springfield Arts Commission will work with the City of Springfield to advertise your exhibition. This includes a Facebook event and posts, a news release, posters, and outdoor posters on A-frames on the day of the Art Walk. If the posters are available in time, a handful will be provided to you to post among your network.

• **Second Friday Art Walk:** City Hall Gallery holds its monthly artist reception during the Springfield Second Friday Art Walk. You are welcomed and encouraged to attend the reception. If you do plan on coming, please let us know and we'll work with the Art Walk organizers to make your exhibit a stop on the guided tour. The Arts Commission arranges for a live musical performance during the Art Walk. The artist may choose to set up a small information table with additional art prints or small art items (i.e. magnets, greeting cards, prints) to sell. Please notify the Gallery Chair if you intend to sell additional works, and a table will be set up for you. All materials associated with the table are the responsibility of the artist. The artist is expected to clean up and take away any materials he or she may bring once the reception is over.

• **Sales:** Artists may choose to price their art and make it available for sale. The Springfield Arts Commission does not charge a commission. The artist must make arrangements for sales; and provide contact information either through business cards (SAC can provide card holders that affix to the wall) or provided in the artist statement (SAC can provide frames that affix to the wall). If a piece is sold, a red dot will be placed by the piece to indicate the sale. The Springfield Arts Commission prefers to leave pieces up for the duration of the exhibition.

## **Checklist for Artists**

### *Before your exhibition:*

- Send marketing materials to Marketing Chair by the 10<sup>th</sup> of the month prior to your exhibition
  - Artist Statement or Biography
  - High resolution images of work in the exhibition
  - Exhibition Title
- Prepare works for exhibition using D-rings or similar hardware

### *Day of installation:*

- Exhibition Labels
- Exhibition Inventory List
- Sign-in your works on the loan agreement

### *Before Artist Reception & Second Friday*

#### *Artwalk:*

- Alert Gallery Chair if you intend to sell works during the reception
- Share the Facebook event or invite friends and family!

#### *Day of*

#### *De-installation:*

- Sign-out your works on the loan agreement
- Provide Gallery Chair or Volunteer with the total number and value of works sold