

City Hall Gallery Information for Exhibiting Artists

- **About the Springfield Arts Commission:**

- The Springfield Arts Commission (SAC) is comprised 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 the gallery or the Springfield Arts Commission, please contact City Liaison Amy Orre (aorre@springfield-or.gov) (541) 726-2246).

- **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

10am-8pm Monday-Tuesday

10am-6pm Wednesday-Saturday

Closed Sunday

- **On the Wall:** The gallery wall is 69.5' long. Two-dimensional art is hung on 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 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 with title, artist name, price (if desired), and medium. See example below checklist.
 - **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 Art Commission provides light refreshments and arranges for a live musical performance during the Art Walk. We are limited to non-alcoholic beverages. 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 10th 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

Label Examples

<i>Title of Art Work</i> Medium – price in \$ Artist Name	<i>Example Painting</i> Oil on Canvas – \$250 Sally Painter
<i>Example Photograph</i> Digital Print – \$75 Joe Photographer	

City of Springfield, Oregon
Incoming Loan Agreement – Springfield Arts Commission

Date _____

1. I (we) do hereby declare that I am (we are) the lawful owners of the below described property and/or have the legal authority to make this loan.
2. I (we) have read the conditions listed as follows and I (we) accept them. The lender agrees to the following conditions of the loan:
 1. Items loaned to the City of Springfield Arts Commission shall remain in its possession for the duration of the exhibit. There will be no exceptions.
 2. Under the terms of this agreement the City of Springfield Arts Commission will exercise the same care in respect to loaned property as it will in the safekeeping of its own property.
 3. Unless notified in writing to the contrary, the City of Springfield Arts Commission may photograph, sketch, or otherwise reproduce the loaned items only for purposes of record keeping, education, or publicity and not for purposes of securing financial remuneration from the sale of such photographs, sketches, or reproductions.
 4. Unless the City of Springfield Arts Commission agrees to provide transportation for the loaned items to and/or from the City Hall Gallery, it will not be responsible for moving the items.
 5. The City of Springfield and the City of Springfield Arts Commission accepts responsibility for damage to loaned items from the time of physical receipt of the items to the time of physical transfer from the City Hall Gallery to the owner, the owner's representative, or a shipping company. Exceptions follow: a) The City of Springfield and the City of Springfield Arts Commission will not be liable for damage to items that arrive damaged or have been damaged and repaired prior to delivery to the City Hall Gallery. b) Items deemed too fragile for display, or unsafe for display, or which the gallery is physically unable to accommodate will be returned to the owner during the installation period. c) Owners of pieces loaned shall hold the City of Springfield and the City of Springfield Arts Commission harmless from any and all damages and liabilities incurred through owner's or owner's agent's handling of pieces.
 6. All items on display at the City Hall Gallery will be insured at the value listed on the loan agreement. Under no circumstances shall the City of Springfield and the City of Springfield Arts Commission accept responsibility for an item exceeding the amount shown on the loan agreement. Values listed for insurance purposes must not exceed current market value for comparable work in the same condition.
 7. The City of Springfield Arts Commission reserves the right to determine whether an item will be displayed and for what length of time during the exhibit.

Lender's Name (Print) _____

Lender's Signature _____

Lender's Address _____

Lender's Phone Number _____ Email Address _____

The items described below are received by the City of Springfield Arts Commission as temporary loans for the purpose of display in the City Hall Gallery for the period between _____ and _____.

Title/Description/Price:

Received by _____ for the City of Springfield. TOTAL ITEMS _____

Date received for Exhibit _____

Return: Received by (lender's or lender's agent's signature) _____

Date Returned _____