

# **EXHIBITING IN THE CANYON GALLERY**

## **Application Process**

A selection committee will review the applications based on: 1) Creativity; how dynamic the installation will be in addressing the needs of the call, including participatory elements 2) Feasibility; the qualifications of the applicants and ability to carry out the work proposed, 3) Community connection; topics addressed are relevant to local community and include collaboration with local individuals/organizations.

## **Exhibition Agreements**

The exhibitor (whether individual artist, artist's agent, or organization) is required to read and sign a copy of this Canyon Gallery Exhibition Agreement. An exhibition is not considered confirmed until this signed agreement is returned.

## **Delivery of Artwork**

Exhibitors are responsible for delivery and pick up of all materials and artwork for the exhibit and assume all costs and risks of shipping. Artwork drop-off and installation must be done during library hours only. Library staff have final decision on all aspects of installation. The library is not able to store loaned materials before or after the dates of installation and exhibition. Insurance of loaned materials is scheduled to begin and end on the dates specified in the exhibition agreement. Exhibitors are expected to be prompt in their delivery and retrieval of loaned materials.

## **Condition Assessment**

Upon arrival and during the week of installation as works are unpackaged, Library staff will evaluate the condition of artworks. Any damage to materials will be noted and the exhibitor may be called upon to make repairs or offer other alternatives. As artworks are expected to be delivered installation-ready, wiring or other hanging systems will also be reviewed on 2D work. Any specialized instructions on 2D or 3D (regarding handling and/or installation) should be noted and communicated to library staff prior to delivery. If the exhibit coordinators are not the artists themselves, they will be expected to clearly communicate the hanging system requirements to all artists submitting work for the exhibit.

## **Curatorial Discretion**

The Library reserves the right to refuse to exhibit, or remove from an exhibition any work or group of works that library staff deem unacceptable for any reason and at any time. Cause for removal may include (but is not limited to): a) poor craftsmanship, b) significant departure from proposal or design, c) factual error, d) safety and operational concerns, or e) violation of any City and County of Boulder Policy. Library staff reserve the right to refuse installation of any work that is deemed unsafe or potentially damaging to the gallery space. Exhibitor will be notified and have 48 hours to remedy display.

## **Installing Work**

Library staff require a representative(s) from the applicant team to conduct the installation. If applicant is not able to install on their own, this must be indicated by checking the appropriate

box at the end of this agreement to request more involved assistance. The Library will use reasonable care to guard against damage to loaned materials. It is understood that all tangible objects are subject to gradual inherent deterioration for which the Library cannot be held responsible. Exhibitor shall be responsible for damages that occur to the artwork or to the Library during installation. Damage to the gallery may include removing or chipping wall paint, holes in gallery walls, cracks or large scratches in display pedestals or plexiglass bonnets, damage to hanging system wires, hooks, or tracks. Price for repair of damages will be based on fees assessed by contracted painters or other repair people.

### **Canyon Gallery Info**

The Canyon Gallery walls are equipped with a track hanging system which exhibitors are expected to use. The use of nails, staples, or screws is strongly discouraged. The hanging system has four main elements:

- wires of varying lengths
- tracks along all gallery walls
- wire hanger sliders (wires are threaded into these sliders and inserted into tracks)
- Pushbutton hooks that slide onto the wires. The placement of the hooks can be adjusted by depressing the button on the top of the hook.

During installation, wires that are longer than needed should be coiled and taped behind artworks, NOT cut to length.



### **Frames & Installation Hardware**

2D artwork is expected to be ready to install on the walls upon delivery to the Library. The library does not provide installation hardware (rings, screws, nails, wiring, etc.) to be mounted onto the artworks or loaned materials. Ideally, all artworks to be displayed will have a hook or hanging method built-into the frame/backboard.



For **light pieces and foam boards**, notched adhesive hang tabs are advised (available at McGuckins) or similar hooks. No duct tape, wires, strings or high hooks (visible when mounted).

For **framed and heavier items** with wired backs, library hanging system hooks should be located app. 1/3 of the way down the frame to keep it flush with the wall. Installations that require unusual set-ups, including hanging from the ceiling should be noted in the application.

Please see the map of the Canyon Gallery for dimensions of the space. The library has approximately 25 pedestals of varying sizes (some with plexiglass bonnets to cover small/fragile work) and a large number of accessories including wooden easels, booster pedestals and acrylic stands, which can be used by applicants.

### **Insurance**

The exhibition agreement provides for insurance coverage of the Exhibitor's artwork while it is in place during the week of installation, the run of the show and the final day of dismantle.

This is the language of the exhibition agreement with regard to insurance: *The City of Boulder's insurance to cover temporary art exhibits at the Boulder Public Library is currently limited to \$150,000.00, with a \$1,000.00 deductible. Insurance of the artwork shall be the responsibility of the Library only when the Library has care, custody and control of the artwork from the time the artwork is safely delivered to the Library until the artwork is removed from the Library. The Library has the right to ask Exhibitor to provide secure display cases for works that are fragile and/or small. The Library has the right to refuse display of works deemed "tempting theft" or "breakable." The City's insurance contains exclusions and conditions such as for wear and tear, theft, breakage of fragile property, and adverse weather. By entering in to this agreement, Exhibitor acknowledges that final decisions regarding insurance shall be made by the City's insurance carrier. Under no circumstances is the City liable for lost profits or any other incidental or consequential damages. Except for a claim made against the City's insurance, Exhibitor agrees to hold the Library, the City of Boulder, its employees and agents harmless against any claim by Exhibitor for damage to the items in Exhibit A [list of materials loaned]. If Exhibitor elects to maintain separate insurance to cover the artwork, then Exhibitor must supply the Library with proof of insurance and Exhibitor's insurance will be deemed the primary insurance covering the artwork.*

### **Liability Waiver**

If it is determined by the library staff that a particular artwork is in significant jeopardy for breakage and/or theft, that piece may either be removed from the show, or be re-installed in a different manner to minimize the risk. Artworks and installations that pose a risk to the public or the library building will not be allowed under any circumstances.

### **Lighting**

Lighting of exhibits can be done during installation in collaboration with the Exhibitor. Adjustable track lighting is in place throughout the Canyon Gallery.

## **Labels**

Library staff can make labels and introductory panels for the exhibitions in Canyon Gallery. FINAL text must be received at least four weeks prior to installation for library staff to complete the design and printing process. If you want labels designed (printed on cardstock with adhesive backing provided), in the final text please include the artist, medium and title. If you want an introductory panel designed (typically 20"x30", mounted on foam core with a hook), include all text and hi res images/graphics. The library will pay for the printing of these materials. Please note: if any text/images/graphics you send change during the design process it may push the printing time, and therefore delivery, back. If you are going to design your own labels (Avery type labels don't stick well, and often fall off, due to a slight texture on the gallery walls).

## **Receptions**

Applicants are welcome to schedule an opening or closing (only one) reception with library staff during regular library hours. The library can provide self-serve tables, chairs etc. All other items including invitations and refreshments must be supplied by applicant. Alcoholic beverages are not allowed at public receptions in the Canyon Gallery during library hours. After hours receptions can be arranged, and applicants are responsible for extra costs related to alcohol service etc. Applicants must use Seeds café for bar services. No one may be turned away from a public reception in the gallery unless they violate the Library Rules of Conduct which are posted near the gallery entrance.

## **Photography/ Use of Images**

The Library may utilize photographs provided by the Exhibitor or take photographs of the exhibited artwork for use in promoting the exhibit, or for use at any time in the future to promote free cultural programming provided by the City of Boulder.

The Library cannot prevent and is not responsible for preventing members of the public or the media from photographing art displayed in the Library.

## **Programming**

Programming and interactivity are a key component of exhibitions in the Canyon Gallery. As much as possible, proposed programming will take place directly in the gallery, using additional spaces as deemed necessary. Applicants should detail the scale and scope of programming in their proposal.

## **Publicity**

Exhibitors are asked to submit 2-3 sentences describing the exhibition, along with 2-3 images representative of the exhibition as soon as possible. The library promotes exhibitions in its printed program booklet (print deadline at least four months out), online on social media, the library e-newsletter and on the library website. If exhibitors would like to do additional programming, please contact library staff for any logos and recognition information – gallery programs are funded by the Boulder Library Foundation.

## **Sales**

The library is not a selling agent, nor does it take any commission from sales of exhibited materials. Purchases must be contracted directly between the potential buyer and the Exhibitor

or a sales representative contracted by the Exhibitor. If an Exhibitor wishes to sell their works, a price list is supplied throughout the run of the show to allow patrons to contact the artist or agent. Purchased artwork is expected to remain in the gallery through the run of the show with release to patrons following the last publicized day of viewing in the gallery.

### **Technology**

The library is a high-traffic, high-touch exhibition space and has limited staff capacity to assist with managing technology within exhibitions. Any technology elements should be discussed with library staff prior to installation. The library cannot provide items such as monitors, projectors etc. and may not have the ability to assist with re-booting embedded elements. The library does have one wireless directional speaker installed that makes audio components possible – however additional tech such as a laptop/ipad to run the audio files is the responsibility of the exhibitor. Please talk to library staff for more info.

### **Storage**

The library is not able to provide storage before or after an exhibition for artworks or packaging.

### **De-installation**

De-installation should take place during regular library hours. No early removal prior to established date. Unless discussed prior to show and professional installer hired, all exhibitors are expected to complete de-installation and remove all hanging hardware. The library has no secure storage for artwork held temporarily. In addition, the insurance aspect of the exhibition agreement is scheduled to end on the indicated dismantle date.

Dates of Exhibition (dates will be determined by exhibitor and Library staff prior to the signing of this agreement. Changes in these dates must be approved by staff):

Drop-off of artwork and installation (1-3 days): \_\_\_\_\_

Opening date of exhibition: \_\_\_\_\_

Closing date of exhibition: \_\_\_\_\_

De-installation (1-3 days): \_\_\_\_\_

Reception in Gallery: \_\_\_\_\_

Needs Check list:

- I need the library to create graphics - including labels, intro panel and title signage.
- I will need assistance with installation. ( Library staff always bring out installation materials and orient presenters to the gallery hanging system, this box is to determine a need for more hands-on hanging assistance throughout the installation).
- I would like to schedule a reception for my exhibition. Date listed above.

I understand the guidelines listed above.

Signed \_\_\_\_\_

Date \_\_\_\_\_