

EXHIBITING IN THE CANYON GALLERY

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.

Canyon Gallery Hanging System

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 not allowed. **Artwork that arrives for installation that does not meet these outlined required will not be allowed to be installed, please plan accordingly!**

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, **the wires should be located approximately no lower than 1/3 of the way down the back of the frame (higher than 1/3 is acceptable)**. This helps the artwork hang flush with the wall since it is hanging on a wire and can pull away from the wall if the wire is located farther down the frame's back.

Installations that require unusual set-ups, including hanging from the ceiling should be noted in the application.

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.

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.

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.

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.

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.