

EXHIBITING ON THE ARAPAHOE RAMP AND MEADOWS

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, 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, 4) Planned participatory elements to activate the space - if applicable, (not relevant for Meadows).

Exhibition Agreements

The exhibitor (whether individual artist, artist's agent, or organization) is required to read and sign a copy of this 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 for the Arapahoe ramp. Library staff can install the Meadows case alone, or work with the artist to install together. For the ramp, 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. Library staff will be available to share tools, including ladders, as well as consult on installation ideas/techniques. 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. Library staff will share best practices to minimize damage to the walls, exhibitors may be responsible for repairs when installing without these considerations. Damage to the space 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.

Arapahoe Ramp Info

One side of the Arapahoe ramp is 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.

The other side of the Arapahoe ramp is a series of built-in shelves, suitable for holding 3-D works or displaying 2-D work with easels.



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 Arapahoe ramp for dimensions of the space. The library has approximately smaller 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.

Meadows Display Case

The Meadows location has a display area near the entrance to the library. This is an enclosed glass case that is visible from both sides, so displays must be arranged to have works facing both viewpoints. Small 3-D works can be displayed along with 2D artworks on small pedestals or easels (provided). 2D works on sturdy backings (frames or canvases) work best to be placed on the easels. There is also a plexi rod at the very top of the case, which allows for some light weight works to be hung.

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 along the Arapahoe ramp. The Meadows display case has fixed lighting that cannot be adjusted.

Labels and other graphics

Library staff can make labels and introductory panels for the exhibitions on the Arapahoe ramp and Meadows. The library also produces title signage for each show. 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 - in the final text please include the artist, medium and title. If you want an introductory panel designed (typically 20"x30", mounted on falconboard with a hook for the Arapahoe ramp), 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 it is advised to print them on a lighter cardstock (Avery type labels don't stick well, and often fall off, due to a slight texture on the gallery walls). The library has adhesive squares available for self-made labels to stick to the walls.

Maintenance

Depending on the proposal, some elements of an exhibition may require maintenance. Examples include making activities, comment boards etc. Library staff have very limited capacity to do daily checks in the space to restock items. Exhibitors should plan maintenance into their workflow to ensure items on the ramp stay refreshed and in working order. Items not maintained may be removed.

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

Library supported programming associated with shows on the Arapahoe ramp and Meadows is not feasible due to limited staff capacity. Individuals are welcome to self-book meeting rooms at the given locations to independently plan an associated event/program.

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.

Receptions

Receptions for Arapahoe ramp and Meadows exhibitions are not possible due to the highly trafficked nature of the spaces and staff capacity.

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 exhibition through the run of the show with release to patrons following the last publicized day of viewing in the exhibition.

Technology

The Arapahoe ramp and Meadows display do not offer easy access to electrical outlets – digital components are highly discouraged for these spaces.

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): _____

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 understand the guidelines listed above.

Signed _____

Date _____