

Gallery Guidelines & Incoming Loan Agreement

November 2015

Selection Criteria for the City Hall Gallery

The Springfield Arts Commission manages Springfield's City Hall Gallery. We welcome requests for exhibit of all visual arts. Our gallery is located in the Springfield City Hall Lobby, 225 Fifth St., Springfield, OR. The following are our selection criteria, gallery information and incoming loan agreement.

- All members of the community may submit their work to the Springfield Arts Commission (SAC) for consideration.
- SAC may select an Art Gallery Committee that will jury artwork before the exhibit is installed. Artists will supply examples of work to the Art Gallery Committee, SAC, or SAC staff. Artists must include a short bio or artist's statement.
- SAC members will be subject to the same requirements as community members in exhibiting their work with these exceptions:
 - SAC members who submit work for consideration must publicly announce to SAC or the Art Gallery Committee that he or she has submitted work for consideration.
 - That member will not be allowed to take part in the selection process.
- Work that is deemed too fragile or unsafe for display will not be accepted.
- One criterion for determining the acceptability of art will be its space requirements or size.
 - 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.
- Each of the works of art need to be accompanied by an information tag with title, artist, price, and medium (if necessary).
- Please provide an inventory list of all items shown in the gallery to be kept on file.
- 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.
- The artist is required to sign an "Incoming Loan Agreement" (please see attached).
- All arrangements for scheduling the installation, exhibition, and removal of the show are at the discretion of SAC.
- The artist may choose to price their art and make it available for sale.
 - The artist must make arrangements for sales; contact information should be included in the artist's biography and statement.
 - If a piece is sold, a red dot will be placed by the piece to indicate the sale. The SAC prefers to leave pieces up for the duration of the contract.

We will be happy to work with you to see if your work can fit the requirements of our space. Please contact us at (541) 726-2238 for more information.

About the Gallery

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.
- 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.

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.

Downtown 2nd Friday Art Walk Reception

- The Springfield Arts Commission may host a reception for each selected show during the Downtown 2nd Friday Art Walk each month. If you are selected as a featured artist, you are encouraged to attend the reception.
 - SAC may provide light refreshments.
 - SAC may arrange for a live musical performance during the Art Walk.
 - The City can provide tables and chairs.
 - The reception, if held, would take place from 5-7pm 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) to sell. Although a table may be provided by the City, 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.

Contact Springfield Arts Commission staff liaison Thea Evenstad at (541)726-2238 or tevenstad@springfield-or.gov for more information.

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 _____