

Clackamas County Arts Alliance

ARTIST EXHIBIT PROGRAM



GUIDELINES & CHECKLIST

READ NOW AND KEEP IN YOUR HOME FILE FOR REFERENCE

Please mail all information to: **SUE ALLEN, Clackamas County Arts Alliance- Exhibit Coordinator**
 PO Box 8. Brightwood OR 97011 / 503-622-3611 / sue@clackamasartsalliance.org

DO NOT MAIL/EMAIL ANYTHING ANYWHERE ELSE!!

CONTRACT:	DO ON RECEIPT--sign both copies of contract & mail 1 copy in envelope to: Exhibit Coordinator at above address. The second copy is for your records.
LABEL LIST:	MAIL IN AT LEAST 2 WEEKS BEFORE YOUR SCHEDULED INSTALLION DATE-- Fill in the label list & mail in envelope to: Exhibit Coordinator address. Only enter number of artworks that are within range of your contract. Please, no changes within the 2 weeks prior to your installation.
ARTIST INFO FORM:	MAIL IN AT LEAST 2 WEEKS BEFORE YOUR SCHEDULED INSTALLION DATE-- fill in artist info & mail with label list to: Exhibit Coordinator address. OUR FORM ONLY and NO MORE (we do not want to edit for you) Please comply with the form— DO NOT send in your resume or bio info. This selected info on OUR form will compiled to display with your exhibit.
EXCLUSIVES:	Please honor any exclusives you have with a commercial gallery. We must be notified if they require co-identification on exhibition materials.
DISPLAY DURATION:	Please note that your artwork is to remain on display for the full duration of your exhibit- even sold pieces, with few exceptions.
SUBJECT MATTER:	Because of the variety of galleries that we exhibit in, please refrain from subject matter that includes the following: nudity, religious symbology, overt political messages, death, wine/alcohol related themes (bottles, glasses, etc), or anything controversial.
FRAME/MAT INFO: NO= sawtooth hangers clip-frames triangle hangers PREFER-- D-rings or larger screw eyes, all tightly screwed in	All artwork is to be well mounted, clean, and in good repair. Any mats, frames and glass/plexiglas should be free of dirt & damage, inside and out. Mats must be snugly pressed against glass, not askew or loose. Hanging wire is to be securely attached to both sides of all art, between 1/4 to 1/3 way down from top of frame. The middle of the hanging wire should be at least 2" below top of frame when pulled up taut, and not too loose. Use quality picture hanging wire- no fishing line, electric wire, or mesh cords. Metal frames should have hangers for wire along both sides, that stay put. All screws are to be checked for tightness and security in your studio.
2D SIZE/WEIGHT:	Most artwork should be a minimum size of 11 x 14" and maximum size up to approximately 48 x 48". Maximum weight of each piece is not to exceed 25#. Some variations may apply depending on venue.
3-D SIZE/WEIGHT:	All 3-D work needs to be free from flaws and clean. Bases should be stable and not apt to fall over. If needed, supply a display prop. There are some size limitations to fit in our secure 3D cabinet. Maximum item weight is 25#.
YOUR INFO:	Securely attach to the back or bottom or inside of each piece of art. YOUR NAME, FULL CONTACT INFO AND TITLE OF ARTWORK
TRANSPORTING:	YOU will be unloading/loading your own artwork into venue. A handcart helps. Be prepared for rain and have ways to buffer between art pieces.
VISIT GALLERY:	Visit the gallery before your exhibit goes in. It will be much easier to get there on time for your installation, and, you'll have a better idea of the venue.
RECEPTIONS:	We generally do not do receptions in our galleries, with few exceptions. But, if do, all arrangements and related costs are covered by the artist.
PUBLICITY:	Any publicity that you initiate— press releases, newspaper or other articles, online notices, etc., must always include reference to the: Clackamas County Arts Alliance as curator and co-sponsor of the exhibition.
	THANK YOU FOR EXHIBITING WITH CLACKAMAS COUNTY ARTS ALLIANCE