

MULTNOMAH ARTS CENTER GALLERY

GALLERY POLICIES

ANNOUNCEMENTS & MAILINGS

The artist produces and prints the announcements in postcard form, using the template provided by the Multnomah Arts Center. The Arts Center mails the announcements and up to 200 of the artist's addressed cards. In addition to the provided template information about the Center Gallery, the postcard should include the artist's name, title of show, duration of show, and date of the opening reception. The announcement must be approved by the Gallery Coordinator. There are 750 names on our mailing list. The postcards are due four weeks prior to the show's opening date.

DURATION

The show must remain fully installed through 5 p.m. on the last day of the show. Throughout the exhibit's duration, the show will remain open to the public all open hours: Monday through Friday, 9 a.m. to 9:30 p.m. and Saturday, 9 a.m. to 5 p.m. It is the responsibility of the artist to monitor the show, if desired. The show will remain open to the public whether or not the monitor appears on schedule.

INSTALLATION

The artist is responsible for installation, along with the Gallery Coordinator. We have tools, hanging hardware, sculpture stands and locking glass display cases. The artist provides an inventory and labels at installation. Installation will be completed with the Gallery Coordinator on the Wednesday before the First Friday opening. Request for sculpture stands and locked display cases must be made with the return of the artist's signed contract. If you have a disability and need special accommodations, please let the Gallery Coordinator know at least 2 weeks in advance.

RECEPTION

The artist organizes the reception and cleans up afterwards. If the artist wishes to set up before 6 p.m., they must make arrangements with the office. We will reimburse up to \$25 for non-alcoholic refreshments if the reception area is thoroughly cleaned and receipts are provided.

SALES

The Multnomah Arts Center handles sales. Purchasers' names, addresses and phone numbers are available upon request. The Multnomah Arts Center Association commission is 35%. The artist will receive 65% of the sale price as soon as possible after the end of the show.

INSURANCE

We insure artworks against theft, fire and vandalism from the time of installation until take-down. Damage due to faulty installation, materials and/or craftsmanship, or damage occurring because a work invites participation, is the artist's responsibility (see Installation Guidelines sent two months before show opening). In the event of a loss or damage, the artist will receive the same amount as if the artwork had been sold.

PUBLICITY

We send press release materials to all media, newspapers, television and radio stations and arts and educational institutions in addition to posting the Gallery schedule on our website and in our quarterly catalogs. The artist provides us with digital images, a typed resume, and a typed statement up to one page long. We need this material four weeks prior to the opening date.

MULTNOMAH ARTS CENTER

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PORTLAND PARKS & RECREATION

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