



Multnomah Arts Center Gallery



ANNOUNCEMENTS & MAILING: The artist produces and prints announcements, usually in postcard form, using templates 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 announcement should include the artist's name, title of show, duration of show, and date of opening reception. The announcement must be approved by the Gallery Coordinator. There are 600 names on our mailing list. The announcements are due four weeks prior to the show's opening date.

DURATION: The show must remain fully installed through 5pm on the last day of the show. Throughout the exhibit's duration, the show will remain open to the public all open hours: Mon.-Fri., 9am-9:30pm, Sat., 9am-12:30pm. 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 as arranged with the Gallery Coordinator (see Installation Guidelines sent two months before show opening). We have tools, ladders, sculpture stands and locking glass display cases. The artist provides a typed inventory and labels at installation. Installation must be completed during the open hours listed above. 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 accommodation, 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 6pm, the artist 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. Our 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 showing 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 material to newspapers and radio stations in addition to posting the Gallery schedule on our website. 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.

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