

# 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. MAC mails the announcements and up to 200 of the artist's addressed cards. 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 Specialist. Postcards are due four weeks prior to the show's opening date.

### 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 and Sunday 9 a.m. to 5 p.m. It is the responsibility of the artist to monitor the show, if desired. The show remains fully installed until 5 p.m. on the last day of the show.

### INSTALLATION

The artist is responsible for installation, along with the Gallery Coordinator. MAC has tools, hanging hardware, sculpture stands and locking glass display cases. The artist provides an inventory and labels. Installation must be completed with the Gallery Specialist 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 need special accommodations, please let the Gallery Specialist know in the application, by email, or phone. Accommodations including translation can be made by contacting MAC or Inclusion Services.

### RECEPTION

The artist organizes the reception and is responsible for clean-up. If the artist wishes to set up before 6 p.m., they must make arrangements with the office. MAC reimburses up to \$25 for non-alcoholic refreshments if clean-up is done and receipts are provided. If accommodations are needed for clean-up, please let the Gallery Specialist know 2 weeks prior to the reception. MAC staff will provide clean-up after the reception in these instances.

### SALES

MAC 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

MAC insures 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

MAC sends press release materials to all media, newspapers, television and radio, as well as arts and educational institutions. MAC posts the Gallery schedule on the MAC website and in quarterly catalogs. The artist provides digital images, a typed resume, and a typed statement up to one-page long. All publicity material is due at MAC four weeks prior to the opening.

### EQUITY & INCLUSION

The Multnomah Arts Center Gallery strives to reflect the values of MAC's greater artistic community. People of all color, abilities, age, nationality, religion, sexual orientation, and gender identity are strongly encouraged to submit artwork.

*To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, auxiliary aides and services, and alternative format. Contact MAC's director to request any accommodation: 503-823-2284.*

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MULTNOMAH ARTS CENTER

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503.823.ARTS (2787) · [www.MULTNOMAHARTSCENTER.ORG](http://www.MULTNOMAHARTSCENTER.ORG)



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