

# MULTNOMAH ARTS CENTER



## GALLERY EXHIBITION PROCESS

### DURATION

The show will be open to the public during all hours that the Multnomah Arts Center (MAC) is open. It must remain fully installed until MAC closes on the last day of the show.

### INSTALLATION

The gallerist is responsible for installing the exhibition. The artist is invited to collaborate on this process. The artist ensures that pieces that go on the walls can be hung securely from a wire stretched across the back of the piece, or will need to work with the gallerist to find another solution. MAC has sculpture stands and glass display cases for 3D objects. The artist provides a completed inventory form, provided by MAC, that describes each piece in the show as well as an artist statement and/or bio. The gallerist is responsible for creating the labels, and printing the artist statement.

### RECEPTION

The gallerist coordinates the setup prior to the reception and clean up afterwards. MAC provides light refreshments for the event. No alcohol can be served.

### SALES

MAC handles all sales. Purchasers' names, addresses and phone numbers will be made available, with their permission. The artist will receive 65% of the sale price. The Multnomah Arts Center Association (MACA) receives 35%. MACA is the nonprofit, volunteer-run organization that advocates for equity and access to arts education. MACA does this by providing scholarships, supporting community engagements efforts, and providing specialized arts equipment and facility improvements that enhance the quality of teaching and learning for students, instructors, and the community at-large.

### INSURANCE

MAC insures artworks against theft, fire and vandalism from the time of installation until take-down. Damage due to faulty materials (including hanging hardware) or craftsmanship, and damage occurring because a work invites participation, is the artist's responsibility. In the event of loss or irreparable damage, the artist will receive the same amount as if the artwork had been sold, up to a maximum payout of \$1000 per piece.

### PUBLICITY

MAC produces and prints announcements in postcard form and mails up to 200 of each artist's addressed cards. The gallerist promotes the exhibition in multiple ways including: a press release, social media, MAC's newsletter, online event calendars, and through Portland Parks & Rec. All publicity source material from the artist - digital images, resume, bio and/or artist statement - is due to the gallerist eight weeks prior to the opening of the exhibition.

### MEANINGFUL ACCESS

The Multnomah Arts Center is a program of Portland Parks and Recreation. The City of Portland ensures meaningful access to City programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. Requests for these services can be made online or by calling 503-823-4000, Relay Service: 711.

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Multnomah Arts Center

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