

GUIDELINES AND AGREEMENT FOR ART SHOWS

The staff of San Juan Community Theatre is glad you're considering our lobby as a place to show your work.

The artists: The Theatre's art display space is intended for the use of artists living in San Juan County. For some group shows, works by a few mainland artists may be considered, subject to approval.

The art works: All work must be originals; reproductions will not be accepted.

Registration: It is the artist's responsibility to provide, at least one month before opening date, a typed general description of the pieces to be shown - and, if feasible, a copy-ready photograph of the artist and one or more of the works.

Display area: The display area is limited to certain walls in the lobby -- or, for three-dimensional work, floor spaces that will not interfere with the use of the lobby by Theatre patrons. Ordinarily, the Gubelman Theatre is not available as an art display space.

Installation of work: Displays are typically up for a month. Set-up and take-down times are to be coordinated with the Theatre's facilities manager. The actual installation of work shall be the responsibility of the artist.

Presentation of work: It is very important that all two-dimensional work on paper be matted and framed, and that canvases and panels be professionally presented. All three-dimensional work is to be arrayed on unobtrusive pedestals or small tables. (Certain exceptions to this rule may be considered for displays of work by high school students, although even for such shows a clean, uncluttered presentation is necessary.) For three-dimensional work, the Theatre has a few pedestals, and narrow tables to fit against lobby walls; but we recommend that artists provide their own display stands.

Hanging rods: Hanging rods with crossbars are available -- and should be used -- for two-dimensional work. No nails may be driven into Theatre walls.

Required information about the artwork:

- The artist(s) should provide a clearly-worded identification card for each piece shown. This card, about 3 by 4 inches, should include the artist's name (except for one-person shows), the title of the piece, and the price, if the work is for sale. All cards must be mounted in a professional manner, with no tape showing. Two-sided poster tape will be provided by the Theatre.
- The artist(s) should also provide a letter-size sheet announcing the artist or art group by name, with (if desired) a brief biography of the artist or an appropriate description of the group, and perhaps a few comments on the range or purpose of the works being shown. This sheet will be framed by the Theatre, and hung in a place in the lobby where all such sheets are typically hung. (Having one consistent place for posting the sheets enables people viewing any of the exhibits to know where to look for this information.)

Insurance: Before each show opens, the artist(s) needs to provide a list of all pieces and their market value, for insurance purposes. For lobby art, the Theatre's insurance coverage has a deductible of \$250 per claim. Artists are responsible for any loss up to that figure; the Theatre's insurance will cover losses beyond \$250 per claim.

Publicity and Press releases: It is up to the artists to send information on their shows and relevant personal data to both printed and on-line local newspapers, if such coverage is desired. The Theatre does not usually send out news releases on upcoming or newly changed shows. (A suggestion: call the newspaper a week or more in advance of the opening, and have photographs available of the artist or artists holding or standing beside their work.)

Commission: It is understood that this is a “quid pro quo” arrangement, with each party benefiting. The Theatre benefits in that the lobby becomes an inviting place for the public coming and going; the artist benefits in that his/her work gains a wider audience.

Sales: Any purchase is to be made by check for the full amount, payable to the artist. The Theatre suggests that after the show closes, the artist donate an amount to the Theatre equal to 20% of sales proceeds. The artist is responsible for collecting any sales tax.

Exhibit viewing times: The Theatre lobby is ordinarily open from 11 a.m. to 4 p.m. Tuesdays through Fridays and from 11 a.m. to 2 p.m. on Saturdays. It is also open during the presentation of stage performances, but only to those who have purchased tickets for the performance.

Closing day: It is the artist's responsibility to dismantle the art on the agreed-upon date. If someone other than the artist removes the artwork on closing day, that person must have written authorization from the artist.