

**SAN LEANDRO
HISTORY MUSEUM & ART GALLERY
GUIDELINES FOR GALLERY DISPLAY**

The Arts Council of San Leandro (ACSL) is responsible for selection of Art Gallery displays in the San Leandro Museum. Only artwork approved by the Arts Council is permitted to be displayed in the Museum Art Gallery.



Guidelines for art selection and artists' responsibilities are as follows:

DEADLINES FOR APPLICATIONS:

JUNE 1 for January through June exhibits of the following year

DECEMBER 1 for July through December exhibits of the following year

1. Arts and crafts exhibiting professional excellence in various media are accepted.

Art will be selected with the intent to display the creativity and cultural diversity of Bay Area art, d/or foster public education and appreciation for the arts.

2. The Arts Council must refuse art that is legally obscene or involves child pornography.

3. The Arts Council will not discriminate in favor of one viewpoint at the expense of another.

4. Children pass through the gallery on school field trips. Artwork with significant violent themes or overtly sexual content will be refused.

5. The artist is responsible for his/her own insurance. The City of San Leandro, the San Leandro Public Library, and the Arts Council of San Leandro are not responsible for damage to, loss of, or theft of artwork.

6. In order to foster greater variety and diversity in the exhibitions shown and to provide as many opportunities as possible, artists may only be considered for solo or small group exhibitions every two years. Exceptions may be made if all months are not booked.

7. Art hung on the wall display area is to be professionally presented/framed, wired and ready to be hung.

8. The artist is responsible for hanging or displaying and removing his/her artwork. Art must be removed by the Removal Date agreed upon. The artist will be charged \$25.00 per day for each day art is left after the Removal Date.

9. The City of San Leandro collects a 20 % commission on all art work sold.

10. The Artist Reception is the responsibility of the artist including food, drink and postage for invitations, with some assistance from the museum/gallery staff and limited funds from the Arts Council.

11. The artist will send publicity materials such as bio and photo a minimum of 30 days before opening of exhibit.

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ARTIST APPLICATION

Please answer all applicable questions. Type or print legibly.

ORGANIZATION _____

CONTACT NAME _____

ADDRESS _____

CITY STATE ZIP _____

TELEPHONE: Home () Work ()

FAX () E-MAIL _____

WEB SITE ADDRESS _____

ARTISTIC MEDIUM(S) _____

Display requested for month(s) of: # of artists in exhibition

Artwork to be hung on walls or display pedestal?

Place and date of exhibit where ACSL may see work?

Please attach photographs or slides of artwork if available. Images attached: Yes No

(Please include Artist's name, Title of artwork, Medium and Dimensions for each attached image.)

I in order to participate in the Museum Art Gallery display, on behalf of myself and/or organization I represent, hereby agree to assume all risks inherent in and arising from participating in this activity and agree to indemnify and hold harmless the Arts Council of San Leandro and the City of San Leandro, its Officers, Employees, Boards, Commissions, and Agents, from and against all loss and liability due to injury of persons or damage to or loss of property which I or my group may incur by reason of or arising out of my/our participation in this activity.

Applicant's Signature

Date