

# Marilyn Citron O'Rourke Art Gallery at the Benicia Public Library

## Exhibitor Guidelines

### LIBRARY INFORMATION

**Any exceptions to Exhibitor Guidelines must be approved in advance.**

#### Liaison

Accepted artists will be assigned an Art Gallery Advisory Committee Liaison. The purpose of the liaison is to minimize requests to the library staff while supporting your needs. You should contact your liaison well in advance of the installation date to discuss publicity, installation, and other details (e.g., the use of pedestals, display cases, or the Doña Benicia Room).

#### Security

The Library provides security cameras for the Gallery that are monitored by staff and is available for use by the Benicia Police Department. Since the space is not physically monitored by library staff, and we have unsupervised patrons of all ages, it is recommended that small works be protected in glass cases, and fragile surfaces be protected behind glass or Plexiglas. Any sound devices should be secured to a surface that is inaccessible by patrons.

All artists whose works are shown in the Benicia Public Library Art Gallery are required by the City of Benicia to sign the release form and return it with the application to exhibit.

#### Suitability of Works

When selecting works for your show, please keep in mind that they will be viewed by patrons of all ages, including children attending activities in the Doña Benicia Room.

#### Acceptance of Invitation to Exhibit

To confirm your acceptance of the invitation to exhibit at the Gallery, please mail the release form, signed by each exhibiting artist.

### PUBLICITY

You are responsible for your own publicity. Any brochures, publicity, or mailing about the show must be approved in advance by the Library. Please submit materials by email to the Library Staff Coordinator, Helaine Bowles, at [hbowles@ci.benicia.ca.us](mailto:hbowles@ci.benicia.ca.us).

To assist you with your publicity efforts, we provide you with a Publicity Resource List and a Press Release Template.

Press Release Template:

- Your acceptance letter from Helaine Bowles includes the digital press release template.
- Add your content to the template and return the file to your liaison and to Helaine Bowles, [hbowles@ci.benicia.ca.us](mailto:hbowles@ci.benicia.ca.us), for review.
- Helaine Bowles will advise you once it is approved.

Please refer to the Publicity Resource List for publicity contacts and posting information.

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## RECEPTION OR ASSOCIATED ACTIVITY (Optional)

We invite you to schedule up to two events that relate to your exhibit. Possible options include artist receptions, presentations, performances, and technical demonstrations.

- To reserve the Doña Benicia Room, adjacent to the Gallery, at no charge, call Helaine Bowles at 707-746-4358. The calendar fills quickly, so we suggest you determine your event's needs and make your reservations as soon as you have your exhibition dates. Please schedule your event to end at least one hour before the Library closes. Please inform your liaison of the reception date.
- All such programs or events must be open to the public without charge.
- A microphone is available for reception use.
- No alcohol may be served in the Library.
- You are responsible for the publicity, setup, take down, and cleanup of your event.

## INSTALLATION

### Scheduling Your Installation

You are encouraged to install your work at a time that minimizes conflicts with library events, which are posted here: <https://benicialibrary.org/calendar>. Weekends are preferred. Your liaison can help you to schedule the installation time.

Library hours:	Monday - Thursday	10 am - 9 pm
	Friday - Saturday	12 pm - 6 pm

On the day of installation, check in at the Customer Service Desk to:

- Submit a complete list of exhibited work, including titles, media, and value.
- If works are for sale, provide a retail price list on the Guest Book table in the Gallery and provide a copy to the Customer Service Desk.
- Get keys to display cases, including a vertical case to display a poster announcing your exhibit.
- Deactivate the side door alarm between the loading dock and the Gallery.

### Installation Recommendations

The walls have neutral colored, textured wall covering over sheetrock on  $\frac{3}{4}$ -inch plywood. You may use nails or screws as necessary. Two-dimensional work should be wired so that it hangs as flat as possible against the wall, not tilting forward. For optimal viewing by adults, children, and those in wheelchairs, works should be installed so that the center of each piece is approximately 57 inches from the floor. The space between the pieces should be planned and balanced, filling the Gallery, but not crowding the walls. Please do not install artwork on the rear exit wall or above doors. We recommend that you bring these guidelines to your installation for reference.

### Supplies

You must bring all tools needed for your installation. Putty knife, paintbrushes, sandpaper, paper towels, glass cleaner, paint, tack or wiping cloths, and spackle for touchup are stored in the art cupboard and are available upon request.

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## Labeling Art Work

- Each work must be identified with a typewritten label or numbered with a corresponding list.
- Labels should be consistent in size and placement.
- NO PRICES SHOULD APPEAR ON THE LABELS.
- DO NOT USE FOAM TAPE BECAUSE IT IS VERY HARD TO REMOVE.
- If there is more than one artist in the exhibit, each label should include the appropriate artist's name.
- Removable and reusable poster putty such as UHU Tac, Removable Double-Sided Tape, or removable Mounting Squares are recommended for mounting labels, and other items such as Artist Statements, on the wall.

## Track Lighting and Electricity

Electrical outlets are located on each wall of the Gallery. The artist or liaison may redirect lighting fixtures, but may not move them along the track.

If your exhibit contains electrical devices, please discuss with your liaison beforehand. They must be able to be turned on and off and it is the responsibility of the artist to turn the device on and off.

## Glass Display Cases

- 30" wide by 60" long by 8" deep, and 38.5" tall
- 30" square by 8" deep, and 38" tall
- Poster Case: 29.25" by 23.625"

## Pedestals

**Your liaison must accompany you to the basement when you bring up the pedestals and return them after the exhibit ends.**

- 45" tall; 13" wide by 12" deep, with 16" tall Plexiglas display box (3)
- 45" tall; 20" wide by 18" deep, with 24" tall Plexiglas display box (1)
- Collapsible Pedestals:
  - 42" tall: 16"x16" square (white) with top and bottom (3)
  - 36" tall; 16"x16" square (white) with top and bottom (3)
  - 3 larger interchangeable pedestal tops; 20"x20" (white). These fit the 16" square pedestal bases, giving the option for a larger top surface.
  - 2 sets of 4 mini-pedestals: 6" square; 3", 6", 9" and 12" tall (white). The set will fit on top of the collapsible pedestals, for groupings of smaller items on the pedestal tops.

The use of earthquake wax is advised, but does not guarantee the safety of art works placed in the glass display cases and on the pedestals. Please place the cases and pedestals so that they do not hinder traffic flow in the Gallery. Please clean the cases and pedestals before and after use.

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## Guest Book Table

A small table in the Gallery is available for your portfolio, informational material, price list, and/or guest book. Please note: The Library has frequent, unsupervised youth activities and cannot be responsible for vandalism or theft of guest book.

## Sale of Artworks

**You are responsible for all transactions involving sales of your work. The Library requests a donation of twenty-five percent (25%) of the gross sale for any works sold as a result of this opportunity to exhibit.**

**When your artwork is sold, you are responsible for putting a red dot on the label of each piece. In addition, you should collect payment for the artwork as soon as it is sold. Please inform your liaison when you have sold artworks and tell them the sale price for each piece. At the end of the show, give your liaison a check made out to "Benicia Public Library" for the 25% donation of total gross sales.**

## REMOVAL OF INSTALLATION

- Absolutely no works may be removed from this exhibition before the removal date.
- You are responsible for removal of all works and for the restoration of the Gallery space to its original condition. You must leave all walls and cases cleaned and ready for use by the next exhibitor.
- Rub all remnants of tape or putty off the walls so that no residue remains.
- Retrieve spackle, putty knife, matching wall paint, sandpaper or sanding sponge, brushes, glass cleaner, wall cleaner, sponge, tack or wiping cloths, and paper towels from the art cupboard inside the Edna Clyne room.
- Use the sanding sponge or paper to lightly sand off any rough edges or high spots around nail holes. Clean dust from wall with tack cloth or wiping cloth.
- Use putty knife to apply a small amount of spackle to nail holes. Press fairly hard in one stroke with the flat side of the putty knife as you apply the spackle so that it is driven into the hole, then in another stroke scrape the excess spackle from the wall area around the hole. Make the patches as small as you can, and leave as little spackle as possible on the wall.
- Let dry.
- Sand the spackled areas lightly with the sanding sponge to make it even with the area around it.
- Clean spackle dust off the wall with tack or wiping cloth.
- Apply paint with a brush to cover the spackled areas, feathering the edges of the paint to blend with the wall.
- Clean the cases with glass cleaner and paper towels, and clean the pedestals with wall cleaner and sponge.
- Clean brushes, putty knife, and sponge in the nearby restrooms, cleaning the sink afterward.
- Important: Close the paint can and putty container completely so that lids are tightly affixed to the container tops. Use the hammer to tap the paint can lid down around the edges.
- Please return all supplies to the art cupboard.

We welcome your exhibition and look forward to working with you in presenting it.