

**Charles W. Eisemann Center
Forrest & Virginia Green Mezzanine-Gallery
Policies & Procedures**

I. Application and Submitting of Proposals

A. Submittal Process for Exhibiting

Artists or organizations who desire to exhibit artwork in the Forrest and Virginia Green Mezzanine-Gallery should submit the following:

- Cover Letter
- Current resume
- Artist's statement
- Title for Exhibit
- At least five JPEG digital images of artist's work
 - The file name will be the name of the artist and piece.
 - List including title, dimension, medium and year completed.
- Supportive materials
- Link to artist's website.
- Month/Time period desiring to exhibit.

The Eisemann Center Visual Art Committee will meet as needed to consider proposals that have been submitted to accept or decline submissions. The committee will meet on an as needed basis. To submit a proposal, please go to: https://form.jotform.com/Eisemann_Center/artist-exhibition-proposal

Exhibitions remain in place for an entire calendar month. Exhibits may be scheduled as much as three years in advance. In some instances, the gallery wall may be divided to allow multiple exhibits at the same time.

B. Exhibition Proposals by Arts Organizations (General Information)

The City of Richardson (and the Charles W. Eisemann Center) has priority on the scheduling and the use of the Forrest and Virginia Green Mezzanine-Gallery.

Richardson based visual arts groups that are tax exempt non-profit 501 (c)(3) organizations whose primary purposes are the establishment, promotion, practice of, or support for secular visual arts activities, and who receive consistent grant support from the City of Richardson, will be given special consideration for exhibitions.

Independent artists and visual arts organizations not based in Richardson, (both non-profit and commercial), that have been in existence for at least three years with documented record of producing and mounting exhibitions, may submit a request to the Eisemann Center's Art Gallery Coordinator. All such requests are subject to space availability, and the exhibit content.

Occasionally the Eisemann Center may issue Requests For Proposals (RFP) for specific exhibits of a predetermined style or subject matter that may invite artists to submit artworks for consideration and possible inclusion in an exhibit.

The Eisemann Center Gallery Coordinator is solely responsible for the scheduling and operation of all exhibition spaces. The Eisemann Center may involve consultants and/or practitioners of the visual arts in a juried selection of exhibits when deemed appropriate.

The Eisemann Center Gallery Preparator is required to be contracted for all installation. The Eisemann Center retains the right to determine the maximum number of works based on the size of the works and the available wall space; however, the maximum number of works may not exceed sixty (60) pieces. (Please see Technical Specifications for the Gallery Wall on the Eisemann Center website). The artist/organization is responsible for removal of exhibition on the agreed date.

C. Exhibit Time Periods

The Forrest & Virginia Green Mezzanine-Gallery space is designed to host exhibits lasting approximately one calendar month in length including the days necessary for the installation and removal of the exhibit. Unless otherwise agreed by the Gallery Coordinator exhibits will be installed on the first business weekday of a new calendar month and removed on the last business weekday of the calendar month. All scheduling of installation and removal will be programmed around the events that are booked and no install or take down will interfere with any public performance. Due to extensive weekend programming, installation and removal of exhibits on weekends is not permitted.

In order to have the gallery wall restored and available for the next exhibit all exhibits shall be removed promptly and in their entirety on the day scheduled.

Unless otherwise agreed by the Gallery Coordinator in writing, artwork may not be delivered or stored at the Eisemann Center prior to the scheduled day of installation nor stored at the Eisemann Center following the scheduled day for removal of the exhibit. The City of Richardson shall not be responsible for any artwork delivered to or stored at the Eisemann Center prior to the scheduled day of installation, or for artwork that remains at the Eisemann Center following the scheduled day for removal of the exhibit.

Gallery hours for public viewing are Monday – Saturday, 10:00 AM – 6:00 PM, and during all public events on nights and weekends (excluding holidays). There is no charge to the public to view the gallery.

II. Approved Exhibitions

A. Notification

The artist will be notified of acceptance and scheduled dates by the Gallery Coordinator.

B. Exhibition Agreement

An Exhibition Agreement shall be issued and signed by the artist or authorized representative of the organization. The Executive Director will counter sign the Agreement and a fully executed copy will be returned to the artist.

C. Exhibit Presentation Content

The artist/organization must provide a complete list of works to be exhibited with a sales price list (if artwork is for sale) and the fair market value/ insurance values for the artwork at the time of request for consideration for an exhibit. Information about each artwork should be listed in the following manner:

- Artist
- Title
- Date
- Medium
- Dimensions (including frame)
- Fair market value/insurance value
- Sale price (if applicable)

If an item is not for sale, then indicate with “NFS” and include the value for which the artwork is insured, including the name and address of the insurance company.

The Artist/organization may only display in an exhibit the artwork described in the request and the resulting Exhibition Agreement. At the time of installation, the City of Richardson reserves the right to exclude any works, including certain works that it determines in its sole discretion to be obscene, inappropriate or illegal. The City of Richardson further reserves the right to exclude artwork due to the numbers, size, weight or monetary value that would require additional security, or for any other reason deemed appropriate. The Eisemann Center will not remove any artwork after the exhibition has opened, except by mutual agreement with the artist and/or organization.

The Eisemann Center being a publicly owned and operated facility, must assume the responsibility of only permitting exhibits that are appropriate for all ages. Events in the Eisemann Center cover a wide range of programming styles bringing in audiences of all types and ages. Therefore the content of exhibits must be suitable for general audiences of all ages and backgrounds. The Executive Director has the right to post a notice of exhibit content if deemed necessary.

The artwork must be dry and framed in a professional manner. Gallery wrapped canvas’ do not need to be framed but edges must be painted. Two D-rings are required on all pieces to facilitate installation on the track-and-wire hanging system. D-rings should be placed within top two inches on each side. D-rings with wire acceptable, however wire is not necessary. Saw-tooth hangers will not be acceptable. The artist will provide a label for each piece that includes: artist name, name of piece, price, medium and contact information.

D. Sale of Exhibit Art Works

The sale of artwork in the Eisemann Center is between the artist/organization and the individual buyer. The Eisemann Center does allow exhibiting artists to provide information concerning the prices of artwork exhibited, the City of Richardson and the Eisemann Center are not responsible for the promotion of sales of an individual artist’s work. The delivery or third party shipping of sold works is the responsibility of the artist.

A 15% sales commission from the artist on all artwork sold as a result of an Eisemann Center exhibition shall apply. The Artist/organization shall pay to the City of Richardson a commission of 15% of the sale price for each artwork sold during the exhibition to be paid within 10-days after the final date of the

exhibition. All sales of artwork shall be reported to Eisemann Center Gallery Coordinator within 10-days of each sale. The amount of such Commission is subject to change by the Executive Director of the Eisemann Center by the adoption of a revision to this policy.

No artwork, regardless of whether it has been sold during an exhibition or before installation, may be removed from the exhibition until the ending date of the exhibition as set forth in the Exhibition Agreement. It is the responsibility of the artist or client to notify the Eisemann Center in writing if a third party is to pick up artwork at the conclusion of the exhibition. Otherwise, only the Artist shall be permitted to collect artwork at the end of the exhibition.

Individuals or organizations engaging in the sale of artwork while on display at the Eisemann Center are required to collect and remit applicable sales tax to the State Tax Comptroller.

E. Receptions

If artist/organization desires to host a reception for their private collectors/buyers and guests at the Eisemann Center, they may do so by scheduling the same at the time of executing the Exhibit Agreement and will be subject to the rental and usage policies and availability of the Eisemann Center. Catering service for the reception must be provided by a caterer on the Eisemann Center's Approved Caterers List. With the exception of bottled water, all beverages may only be provided by the Eisemann Center's Concessionaire. Additional fees will apply. (Please see Artist Reception Information on the Eisemann Center website.)

F. Services and Personnel Provided by the Artist

The artist/organization agrees to be responsible for all aspects of organizing and mounting an exhibition, including all applicable expenses. Expenses may include but are not limited to items such as:

- Printing and postage for invitations/announcements sent to Artist's own mailing lists and/or distributed by Artist.
- Reception costs for artist-hosted reception, if applicable.
- Transportation of artwork to and from gallery
- Insurance for artwork in transit and while on the premises of The Eisemann Center
- Any materials including hardware, tools, or other materials necessary for the installation of the exhibition. Including any artwork labels or signage.
- Cost of Eisemann Center Gallery Preparator to oversee and install exhibition.
- Artwork that requires surfaces other than the wall space to be exhibited must be exhibited on gallery-quality materials and must be provided by artist. (i.e. pedestals for sculptures, etc.).
- Security costs if deemed necessary for the nature and type of exhibit.
- Any costs associated with repairs to the gallery wall that are attributable to the exhibit that exceed normal wear and tear.
- Information for a press release and at least two electronic images of the work to be exhibited need to be furnished to the Gallery Coordinator for publicity purposes at madeline.jones@cor.gov.
- If Artist elects to provide a poster to advertise their exhibit in the Eisemann Center lobby, it shall be printed to the size 24" X 36" and mounted on foam core to be displayed on an easel. Two posters are the maximum number that can be accommodated in the facility.

G. Services and Personnel Provided by the Eisemann Center

- Exhibit Space at no charge.
- Inclusion in monthly *Brushstrokes* newsletter
- Added value posting on the Eisemann Center website and submittal of exhibit information to area news and arts media sources.
- First Friday “Meet The Artist” reception celebrating each new exhibition.

The Gallery Coordinator shall meet with the artist/organization who desires to utilize the Gallery space for a visual arts exhibit to discuss the following:

- Any recommendations regarding content or presentation of the exhibitions.
- Information regarding artwork installation, exhibition, removal, reception, and the applicable policies and procedures.
- Materials approved for installation of artwork.
- A member of the Eisemann Center staff or their designee will always be present during the installation and removal of an exhibition.
- The Eisemann Center has preferred individuals who serve as Gallery Preparators and must be retained by the artist/organization *for a fee* for the installation of the exhibit. It is the responsibility of the artist/organization to independently contract with such individual(s) for such services. The artist/organization may not utilize the services of others for the installation of their exhibit. Please contact the Gallery Coordinator for further contact information.
 - **The Eisemann Center requires that all exhibitors utilize the services of these individuals.**

These policies and procedures are reviewed on a regular basis and may be amended at any time by the Executive Director of the Eisemann Center.

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