



Art Show & Community Display Guide

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I | WELCOME

Thank you for your interest in showcasing your beautiful artwork or interesting objects at a Gwinnett County Department of Community Services (DoCS) facility. Whether you are an artist interested in exhibiting and selling your works or are contributing objects for a cultural, holiday, or national observance display, our goal is to provide secure spaces where patrons and visitors can enjoy artist works and community displays.

Display dates are typically selected six months to one year in advance. Available dates vary by location and will be determined by the site supervisor and artist, if applicable. Typically, each location can host up to four, 60 to 90 day displays each year. Please be aware that at certain times of the year some locations are reserved for art students, guilds, or other program displays and are not available for display bookings.



II | GET READY!

Six to Twelve Months Prior – *Artwork approval and site visit*

Artists should submit a representative sample of their work (digital images via email or in-person) to the site supervisor for approval. After approval, the site supervisor will set an appointment with the artist at a mutually convenient time to tour the space and discuss the number of pieces as well as how the items would be displayed (wall mount, tabletop, etc.) Artists may need to supplement hardware supplies provided by the facility, if the artwork needs items such as stands or easels.

Contributors of objects for display should discuss with the site supervisor how their items will add to the story, education, or enjoyment of the cultural/holiday display planned at the facility. Typically, these DoCS displays are centered around a national observance, cultural celebration, or holiday.



Five Months Prior – *Select display dates and promote* (for inclusion in the printed program guide)

Artists should submit:

- Show title and a tagline or brief description; no more than one to two sentences.
- One to two digital images of select artwork in .jpg or .pdf format emailed to the site supervisor.
- Artist biography and digital photo of the artist, if desired for an Artist Exhibition poster. The poster will be displayed during the exhibit and will be provided as a memento at the close of the exhibit.
- Reception date and time selected, if desired.

Contributors for cultural/holiday displays:

- These displays are considered DoCS programming; therefore, marketing content will be handled by the site supervisor and the marketing staff.
- If there is a main Contributor or if the display is a sole collection, a photo and biography of the Contributor can be submitted for a poster, if desired. The poster will be shown during the display and will be provided as a memento at the close of the display.

Marketing materials provided will be:

- Marketing staff will design a postcard and evite featuring an exhibit photo and information.
- 60 color postcards will be provided for the Artist/Contributors to distribute or display at the site.
- A digital file (.pdf) of the postcard will be provided; so more can be printed at the artist's expense.
- Digital evites (.jpg) for a reception, if applicable, will be emailed to the artist/contributor(s) for their own email distribution use.
- The display/exhibit may also be marketed via news releases and DoCS social media; sharing is encouraged.
- Any additional marketing items created by individual artists/contributor must be approved by the site supervisor and marketing staff.

III | GET SET!

One Week Prior – Artists and object Contributors must:

- Number each item in an unobtrusive area. object contributors may want to also include their name.
- Submit a typed inventory list of display items. The inventory list must include the item number (must correspond to the number on the item), title/description, medium if applicable, dimension/size, and price. Any piece(s) that is not available for sale must be marked with NFS (Not for Sale) on the inventory list.

For example:

1.	Blue Sky	Mixed Media	16x18	\$200
2.	Colors	Watercolor	11x24	NFS
3.	Horizon	Acrylic	24x32	\$500

OR, for objects:

1.	Butter Churn	Wooden	3' tall
2.	Quilt	Cotton fabric	72"x60"
3.	Washboard	Wood/Metal	27"x18"

Three Days Prior – Delivery and installation

- Submit completed Artist/Contributor Display Waiver (*attached for review*). Pieces cannot enter the facility until the waiver has been submitted.
- Artists and Contributors are responsible for the transportation and delivery of their own items.
 - Inform the site supervisor if you cannot make your drop-off appointment or are running late.
- All pieces should be ready for display, as appropriate and must be labeled with the number corresponding to the number and description on the inventory list.
- Site staff will print placards with the show title, Artist/Contributor's name, description, and price (if applicable) that was provided on the inventory list. The placards will be given to the Artist/Contributor(s) to affix to the appropriate pieces.
- Artists are responsible for hanging their own paintings and arranging art pieces.
- Contributors of objects will place their objects in the space allocated, unless permission is given for staff to place their items.
- The site supervisor reserves the right to request placement changes as they see fit.

IV | GO!

A laminated **Artist/Contributor Show poster** will be prominently posted during the display and will be a memento to keep once the show is closed.

Host a Reception – *The reception date must have been selected earlier for marketing lead time.*

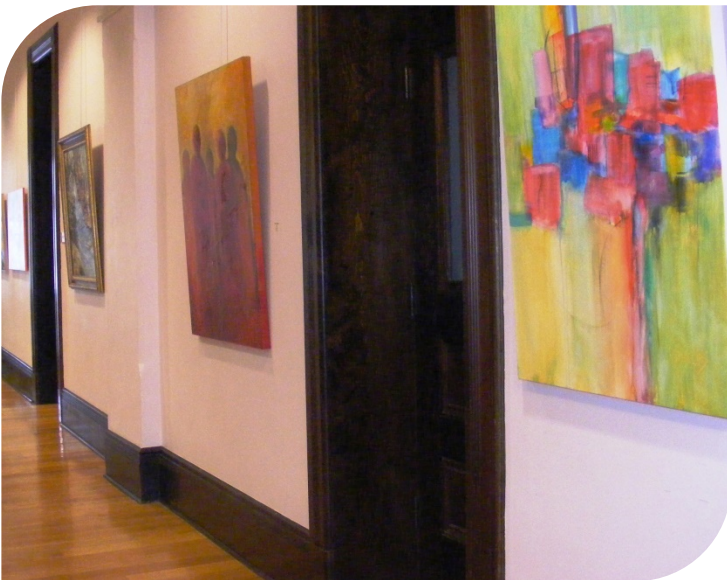
- Facility hours vary and reception times will be set for the specific show location; all location receptions must be over by 8:00pm.
 - The facility will provide background music (if allowable), one 6' table with linen, one beverage dispenser, paper napkins, plates, and cups for up to 50 guests.
 - The Artist will be responsible for providing food and drinks.
- Some premier park venues allow alcohol to be served during the reception. The site supervisor will work with the Artist, if alcohol is allowed. The Artist must provide the alcohol, complete an Alcohol Authorization and Indemnification form, and secure a police officer for the duration of the reception.

If **during the show**, artwork or an object falls or is otherwise damaged, staff will document with a photo and contact the Artist/Contributor immediately. The Artist/Contributor should retrieve, repair, and/or replace the object, if possible. However, if there is danger of the piece becoming more damaged or is a danger to the public, staff will remove it and store it in the site supervisor's office until it can be retrieved.

Art Sales or Consultations – Artist/Contributor's contact information will be provided, if acceptable.

Patrons often ask to speak with an Artist or Contributor. The site supervisor will provide the Artist/Contributor's contact information, if permission is given on the Artist/Contributor Display Waiver.

- Artists set the prices for their artwork, to include frame and/or stands, with market affordability in mind. Any piece(s) that the artist does not wish to sell must be marked with NFS (Not for Sale) on the inventory list and that will be printed on the placard.
- If an artwork sale is negotiated, it is the artist's responsibility to contact the facility supervisor to make arrangements for removal and replacement of the piece. On the date of artwork removal, the artist will be responsible for paying a processing fee shown below:
 - Artwork sold \$100 or over will incur a \$21 processing fee (tax is included)
 - Artwork sold \$99 or below will incur a \$11 processing fee (tax is included)



IV | GONE!

Artwork/artifact removal and retrieval

- Artists and Contributors are responsible for removing and retrieving their own items.
- An appointment will be set for Artists and Contributors to remove their display items.
 - Inform the site supervisor if you cannot make your pickup appointment or are running late.
- If the Artist or Contributor fails to show for the scheduled pickup, the items will be removed by site staff and stored as best as possible at the facility. Secure storage is not guaranteed.
- Site staff is not responsible for any damages that may occur during removal.
- Items left more than thirty days from the close of the display will be donated.