



# Art Gallery Exhibition Guidelines

Canyon Community Center  
PO Box 187, 126 Lion Blvd., Springdale, UT 84767  
435-772-3434, 435-772-3952 (fax)



The Canyon Community Center is a high traffic community facility serving a broad range of users. Youths, families and area visitors utilize the center for special events, workshops, and interaction with the Springdale branch of the Washington County Library. The gallery is located just inside the main entrance of the community center. Please see attached floor plan for dimensions and lighting plan. Some pedestals are available. Please contact the Center for quantities and dimensions. The gallery has a wire hanging system installed. Absolutely no nails/screws/hooks are to be used in mounting artwork in the gallery.

## Submissions

Z-Arts and the CCC invite submissions from individual artists, groups and independent curators working in various media to submit proposals for exhibitions. Your proposal should include:

- cover sheet which includes the name and contact information (e-mail, phone number). In the case of group exhibits, there should be one person designated to submit the proposal and act as contact person to the gallery.
- a brief, clearly articulated description of the proposed exhibition
- 10–20 images or media files (CD ROM or online digital portfolio)
- list of titles, dimensions, and media
- current curriculum vitae
- are there any dates when the work is not available?
- would you be prepared to share a show – with an alternative medium – i.e. 3D with a 2D?

## Type of work

2D– painting, drawing, prints, photography, fiber, glasswork, multimedia, able to be hung using the wire hanging system.

3D– sculptures in 3D are limited to traffic access and available pedestals. We encourage artists or groups to submit a proposal for a sculpture exhibition that can be displayed safely (and aesthetically) if they can provide the necessary display supports.

The gallery committee reserves the right to restrict subject matter.

## Security and insurance

As noted above, the CCC is a high traffic facility with all visitors passing through the entrance/art gallery. The center has insurance for the artwork and gallery; however due to the nature of the space, artists are responsible for fifty percent (50%) of the value of any broken, stolen or damaged artwork, whether or not a claim is filed with the Center's insurance policy on the damaged or stolen work. If chosen, you will be required to supply an inventory with value of the work.

## Length of exhibitions

Exhibitions will run for 6 weeks depending on other programming activities at CCC. The exhibit will remain for the full allotted time.

## Installation and removal of work

All paintings, drawings, and photographs must be framed, wired, and ready for hanging using the installed wire hanging system. Artists accepted for exhibit must have enough work to aesthetically

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Installation will be from NOON the day before the show opens.

Removal will be before NOON the Monday after the show ends. Shows will normally end on Saturday, so if you need Sunday after 12 noon to dismantle the show, please make prior arrangements with the Z-Arts Visual Arts Chair at [zarts@springdaletown.com](mailto:zarts@springdaletown.com).

Exhibitions will be installed by the artist(s) with assistance from Z-Arts and supervision from CCC staff. If special requirements are necessary for the installation of an exhibition then the artist(s) will work with Z-Arts and CCC staff to ensure safe and appropriate installation without damaging the gallery walls. Artists will be responsible for any additional costs if specialized assistance or equipment is required. All artwork must be removed from the premises by noon on the Monday after the close date unless other arrangements are made with Z-Arts Visual Arts Chair and CCC staff.

Z-Arts and the CCC will ensure gallery space and walls will be ready for hanging prior to installation of work. At the end of exhibition, the artist will be expected to return the space and walls to the same “ready to hang” condition. Please do not remove ANY portion of the wire hanging system.

### **Sale of artwork**

Artwork and other merchandise (CDs, books and other incidental work) may only be purchased directly between the buyer and the artist or their designated local gallery during the exhibit's Artist Reception. Artist Receptions must be scheduled with Z-Arts. The CCC, Z-Arts and library staff are NOT allowed to assist in any purchases or transactions. Pricing information may only appear on 8 ½ x 11 printed pages on a single pedestal, during the Artist Reception. We encourage you to keep a supply of business cards, contact information and a guest book on the pedestal. If a work is sold during the show, it must remain with the show until the show's conclusion.

### **Publicity and promotion**

Z-Arts and the CCC will support artists to the best of their ability and resources by networking with the local town mailing list, Z-Arts membership announcements, and other organizations to promote exhibitions via the web. Other promotion options can be discussed with the Z-Arts Visual Arts Chair. Costs associated with the design, production and direct costs of distribution of promotion materials and opening reception is the responsibility of the artist(s). Artist(s) must notify the Z-Arts Visual Arts Chair in advance if an opening reception is requested in order to schedule and coordinate with CCC staff.

### **Exhibition agreement form**

If an artist or group is offered an exhibition at the CCC Art Gallery they will have 2 weeks to accept or decline the offer. If accepted, an Exhibition Agreement Form must be completed and returned to the Z-Arts Visual Arts Chair by the deadline.

