

THE CITY OF MARQUETTE ARTS & CULTURE CENTER GALLERY EXHIBIT POLICY

Rationale

The mission of the City of Marquette Arts & Culture Center is to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in Marquette and act as an umbrella organization for local arts and cultural organizations. In order to do so, MACC will provide space for exhibits of art and other items of cultural value.

Exhibits and displays may not promote discrimination against any person or group. In selecting exhibits and displays the following will be considered

- Quality of the exhibit
- Interest of the community in the exhibit
- Relevance to MACC programs and activities
- Preference will be given to MACC exhibits and displays
- Space requirements
- Timeliness or local or regional interest
- Suitability of subject matter and physical presentation

General Guidelines

The MACC Exhibit Guidelines and Application must be reviewed and application submitted with all required information.

Artists will not sell or show work whose copyright does not belong to them.

Images presented to curator/director for a proposed exhibition must be representative of the proposed show.

Exhibits may not be placed outside of the exhibit area(s) specified by MACC.

Artists will not show work that has been previously displayed in the Gallery - this includes shows sponsored by Lake Superior Art Association as well as Marquette Arts and Culture Center shows.

Furnishings, lighting, fixtures, plants, signage, etc. located in the exhibit area cannot be moved without the prior approval of the Art Center Director.

Displays and exhibits cannot interfere with normal operations and traffic flow of MACC.

All art must arrive at the gallery ready to be hung on our hanging system. Curator can make some exceptions for art that absolutely won't work with the system but these exceptions should be discussed. Absolutely NO VELCRO or other adhesives that will damage the walls can be used for hanging artwork. Artists can view the system on <http://www.arakawagrip.com/> or come into the gallery and see how it works. If artwork is not properly or safely framed or made ready for hanging the art center is not responsible if it is damaged before or after hanging.

Exhibit/Display dates cannot be given or transferred to another person or organization. Exhibits cannot be changed after being installed without the permission of the Art Center Curator and Director.

Exhibits must be set-up and taken down during regular library hours. Art work must be dropped off by the date specified by staff. All work is then hung and displayed by the Art Center curator. The artist is welcome to consult with the curator about how the work will be displayed.

The artist is responsible for coordinating with staff to bring the work to the gallery when needed and picking up work that has not sold immediately after the show. There will be a storage fee of \$5/day for artwork left after one week. Consult with staff for special circumstances.

MACC is not responsible for damage that may occur during hanging, transfer back and forth from storage or during storage until the exhibit/display is picked up.

The exhibitor or sponsoring group will be responsible for payment to repair any damage that occurs to the premises, equipment, furnishings, fixtures, etc. as a result of the exhibitor. The exhibitor or sponsoring organization shall bear full responsibility for loss of, injury or damage to any MACC property that is caused or inflicted by the exhibitor or sponsoring group.

The exhibitor or exhibit organizer is responsible to provide descriptive information concerning the exhibit or display. Information regarding the purpose, title, ownership, etc. should be included in the exhibit. A contact name and number should also be provided for those who want more information on an exhibit/display.

The exhibitor or exhibit organizer as well as the curator should periodically check the display or exhibit to assure the exhibit is in proper order, signage is in place and items are not damaged.

MACC is unable to provide storage for the property of the Exhibitors.

Commercial advertisements, commercial exhibits, partisan political exhibits, fund raising, exhibits that promote a specific religion, sales literature, items soliciting donations or membership or merchandise sales are not permitted.

The exhibit/display at MACC does not mean that MACC is endorsing the events, issues or items being exhibited. MACC or the City of Marquette will not be legally responsible for any reaction from artwork shown in the gallery.

Publicity

Artists will provide MACC staff with jpegs of images and an artist statement to use in press releases for all media, website, posters and publication (which we will e-mail to our mailing list.) Artists are responsible for postcards and their mailing and for distributing posters. Any extra publicity is the responsibility of the exhibitor or sponsoring organization.

Artists will provide MACC staff with titles, media and prices as well as mailing address, email and phone number when work is delivered to gallery (or before through e-mail to curator.)

All signage and labeling information of exhibits must be provided by the exhibitor.

Receptions

Opening receptions are held for every exhibit/display on the first Thursday of the month from 6:00 p.m. until 8:00 p.m. All receptions are open to the public and free of charge.

Artists will provide food for the opening reception if desired. What is provided and how much is up to the artist. MACC will provide table set up for reception as well as coffee and tea, napkins, cutlery, plates, cups, etc. Opening receptions are on the first Thursday of every month from 6:00 to 8:00 p.m. with the exception of the mid November/December show which opens on first Thursday of December.

Music may be provided by the Art Center, or the artist or sponsoring organization can supply their own. The exhibitor or sponsoring organization may not charge an admission fee, request donations or solicit funds in any way.

Sales of Items

Items on display are often on sale but can mark them NFS (Not For Sale), if desired. Price needs to be clearly indicated when artwork is dropped off. MACC will make the tags and sell them through the SmallWorks Gallery.

If an item is sold during the exhibit, it must remain on display throughout the scheduled exhibit. Buyers will be called and can pick up the work after the exhibit is over and taken down.

The gallery commission is 35% of the retail price for shows sponsored by Marquette Arts and Culture Center Gallery (MACC). The gallery commission is 10% to the gallery and 15% given by artists on their honor to Lake Superior Art Association (LSAA) for shows sponsored by LSAA. Artists are paid by a check from the City of Marquette around the middle of the following month **Please provide information no later than drop off date.**

Please be sure to include an inventory list with Artists' names, current address, phone and e-mail information, as well the title of the artwork and Retail Price (how much it will be sold for, in which, the artist receives 65% of this total). NFS pieces should have insurance values.

Loss or Damage of Exhibit Items

Each exhibitor or sponsor will submit a complete inventory of the items on exhibit as well as value of each item. Photos of items, a description with measurements and other relevant information can accompany this inventory.

Please contact the Art Center Director for information about insurance policies on displayed artwork.

Cancelation

The City of Marquette Arts & Culture Center reserves the right to suspend or cancel any exhibit should conditions warrant such action.

Exhibit Space Available

Lower Level Gallery – wall space, as well as 3D art display pedestals/Workshop #3 – wall space, SmallWorks Gallery as well as 3D art display pedestals, and City Hall Gallery wall space.

Application Form

Application form is available at the MACC SmallWorks Gallery in the Lower Level of the Peter White Public Library located at 217 N. Front St., Marquette, MI 49855.

**THE CITY OF MARQUETTE ARTS & CULTURE CENTER
EXHIBIT APPLICATION**

Date: _____

Name: _____

Artist or Sponsoring

Organization: _____

SmallWorks Gallery: _____ Main Gallery: _____ City Hall Gallery: _____

Address _____

Phone _____ Email _____

Description of Exhibit and Medium

Title of Exhibit _____

Number of Items in Exhibit _____

Please Submit with Exhibit- through email if possible

_____ 3-5 representative photos of work (digital disc or email is also accepted)

_____ Information about Exhibitor or Sponsoring Organization

_____ Statement of Theme or description.

I have read the MACC Exhibit Policy and requirements for display/exhibit at the Gallery.

I agree to abide by all policies and regulations established by the City of Marquette.

Signature

Date

Please complete this form and return it to:

Art Center Director or Staff Curator in person or as an email attachment

City of Marquette Arts & Culture Center 300 W. Baraga Ave. Marquette, MI

49855 (906) 228-0472 arts@mqtcty.org