



Fort Point Arts Community
300 Summer Street Unit M1
Boston MA 02210

Exhibition Information for Artists Services and Support from the Gallery

The Gallery will provide between 200-700 4"x6" postcard exhibition announcements for the exhibitors, keeping 300 postcards for its own distribution.

Press releases are currently sent out by email using *Constant Contact*. High-resolution visual materials must be available upon request for the press and for the preparation of the postcard and exhibition signage. The Gallery will assist with press release preparation and emailing.

The FPAC Gallery charges a small commission on all sales during the exhibition:
25% commission for FPAC members, 35% commission for non-members

Exhibiting Artists Responsibility

Identify one contact person for the group who will be responsible for organizing the other artists in the exhibition.

Provide visual materials (high and low res jpeg images) for the postcard announcement and press release.

Provide the narrative portion of the press release.

For the exhibition, exhibitors must prepare and install gallery labels. They must provide resumes and other support materials that will be on display in the gallery for the duration of the exhibition. This includes a complete price list of all artworks (for sale or not) for insurance purposes.

Opening Reception: The Channel Café currently sponsors openings with a donation of food. A cash bar is available during the reception. The reception is typically held the third Thursday of the first month the exhibition is open from 5:30pm-8pm.

Exhibitors must return the gallery to ready-to-hang condition including spackling, sanding, and painting.

Special Considerations for Installations, Performance or Multi-Media Work

The Gallery is in close proximity to a cafe and other commercial neighbors. If the artists are using sound, smell and/or organic materials, the proposal should clearly state how these concerns would be addressed.

If artists are creating a collaborative installation, they must define in writing the way in which each artist is participating in the collaboration.

The Café staff opens and closes the gallery Monday-Friday during Café hours, though the Gallery, itself, is generally unstaffed. In the past the Café staff has agreed to start and stop audiovisual equipment. Prior arrangements must be made with the Café. Otherwise, artists are responsible for activation of their equipment on a daily basis and must make sure their equipment is installed safely and securely.

Artists are responsible for the upkeep of their installation/multimedia exhibitions and for the maintenance of their technical equipment.

A floor plan of the space is available upon request.

www.fortpointarts.org