



Exhibition Information for Artists

Services and Support from the Gallery

- The Gallery will provide up to \$200 for printing of a postcard exhibition announcement. The printing must include 1000 postcards for the Gallery for its mailing list. Costs over \$200 for additional postcards or a more elaborate card, or additional postage, will be paid by the artist.
- The Gallery will provide standard postcard postage for its ±1000-person mailing list. Press releases are currently sent out by email using *constant contact*. Higher resolution visual materials should be available upon request for the press and preparation of the postcard and exhibition signage.
- The Gallery will assist with press release preparation and emailing. Artists will provide press release text and visual materials (see below).
- The FPAC Gallery charges 25% commission on sales of work, during the exhibition, of FPAC members. The Gallery charges 35% commission on sales of work of 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.
- Prepare gallery labels and price list, along with resumes and other support materials that will be on display in the gallery for the duration of the exhibition. Provide a complete price list of all artworks (for sale or not) for insurance purposes.
- Opening Reception: FPAC has been the past recipient of a grant to fund receptions. The contact person and the gallery committee will determine the date of the reception.
- Return the gallery to ready-to-hang condition.

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. In the past the Café staff has agreed to start and stop audiovisual equipment. Prior arrangements should be made with the café and gallery contact person. Otherwise, artists are responsible for activation of their equipment on a daily basis and must make sure that their equipment is installed safely and securely.
- Artists are responsible for the upkeep of their installation/multimedia exhibitions.
- Artists are responsible for the maintenance of their technical equipment.
- A floor plan of the space is available upon request.