



# ST. MARY'S ART CENTER

## EXHIBIT A

### ST. MARY'S ART CENTER GALLERY STANDARDS

In an effort to maintain best gallery practices and ensure consistent, high quality installations, the following gallery installation standards and rules are required for all exhibitions. Any deviation from these rules and regulations must be pre-approved in writing by the Executive Director (herein referred to as "Director"). Observing the following rules and points ensures all artwork is exhibited in the best way possible, while protecting our beautiful, historical building. We appreciate your support and cooperation.

#### CURATING

The Director reserves the explicit right to curate and plan the exhibitions in all galleries at St. Mary's. It is acknowledged that collaborations with the Artists or others supporting the installation may benefit the quality and experience of the exhibitions, however any collaborations or requests may be incorporated into the planning and final installation at the Director's discretion.

Curation of the art collections, individual pieces, and the galleries as a collective whole, are imperative to successful exhibits, showcasing the artwork and our historic building. Creative installations and techniques that fit within the gallery rules are encouraged, however artwork that is damaged, unclean, unfinished canvas edges, or with improper presentation/installation methods, will not be shown at St. Mary's Art Center.

#### EXHIBIT INSTALLATION AND DE-INSTALLATION

The Director and her assigned support team will install all reasonably sized artwork at St. Mary's Art Center unless otherwise agreed in writing with the Director in advance. Artists whom are approved to install their own work may do so, but the Director will approve the layout and has the authority to make changes, working with the artist when necessary. Otherwise, all artists are welcome to be present during the installation of their work and offer installation support, suggestions or requests for their work, however the Director will make the final decision regarding all final curating and installation decisions.

Any pieces weighing more than 40 pounds must be delivered and installed by the artist in the designated location by the Director. Alternative installation options and coordination may be discussed with the Director in advance or on site.

Artists are encouraged to be present and participate in the de-installation of their work at the conclusion of the exhibit to facilitate efficient dismount, protection, packaging and removal from the galleries and building. As noted in the Contract, the Artist must remove work by the specified dates.

## MOVEMENT OF FURNITURE, FIXTURES AND PROPERTY

Movement of furniture, fixtures and other St. Mary's Art Center property may not be shifted or altered in any way without prior approval by the Director. The design and layout of the building supports not only the galleries, but the entire building which has multiple purposes and includes guided tours of the history behind St. Mary's Art Center.

## LABELING

Artists or their agents must provide complete information for all work to be exhibited. Each piece or installation to be shown must have the following information emailed to the Director using the St. Mary's Artist Exhibition Image and Inventory Document. It is highly encouraged that the name, title, medium and price are included on the back or underside of each piece of art to ensure easy and accurate identification.

- Name of Artist(s)
- Image
- Title
- Medium(s)
- Dimensions
- Price (INCLUDING the 25% St. Mary's Art Center Commission)
- Special hanging requests/requirements
- Recommended: Artist statement

The Director will utilize portions of the information to create and install SMAC standardized labels for each piece of art prior to the opening of the exhibit(s).

## WALL AND CEILING MOUNTED INSTALLATIONS

All wall mounted pieces on 1<sup>st</sup> through 3<sup>rd</sup> floors will be required to use clear fishing line or other hanging materials mountable (and adjustable) on the gallery hanging rails and clips. The 4<sup>th</sup> floor does not currently have gallery rails available, therefore artists may expect work to be hung using Velcro and/or 3M tabs or small nails as coordinated and agreed with the Director.

No artwork may be mounted to the building in any way other than noted above, that will deface or damage the building, furniture or infrastructure such as nails, screws, staples or glue. All excess fishing line or other installation/de-installation debris must be removed from the floors and furniture, leaving the galleries in proper and clean condition.

Artists must include installation hardware such as D-rings or similar, and wire for wall-hung work unless otherwise agreed in writing by the Director. Rubber or felt bumpers on corners on wall hanging work are appreciated as this will protect our walls and stabilize the art. Sawtooth hangers, unstable clip or uni-frames or hardware that may harm the walls are not allowed.

As a general rule, all wall-hung work shall be mounted 63" from the floor to the center of the piece. Exceptions may be made for unique or oversized work. If an unconventional method of presentation or hanging is required (such as spanning hallways, use of ceilings, railings, porches or balconies), coordination and approval by the Director is required in advance.

## FREESTANDING INSTALLATIONS

It is preferable for artists to supply their own base and pedestal options for their work to ensure proper scale, stability and security of the work. Consistent and high-quality bases and pedestals are preferred. Damaged or poorly constructed bases and pedestals may be rejected by the Director if not in keeping with gallery curating standards.

Freestanding artwork or sculptures requiring pedestals to be provided by St. Mary's Art Center must be coordinated and discussed with the Director no less than one month in advance of the show's opening.

## VIDEO, DIGITAL AND AUDIO BASED INSTALLATIONS

Alternative installations utilizing technology such as audio, video or digital displays which follow the gallery and building standards are welcome at St. Mary's Art Center. Installations must not require any permanent, defacing or damaging mounting or connectivity methods (i.e. staples, screws, tape, brackets, nails, drilled holes, attached cords, etc.).

Additionally, St. Mary's offers multiple uses of the facility, including full building rentals, room rentals, events, workshops and tours. In the event the gallery exhibition will generate noise or light that may affect other users of the building, the technology must allow for adjustment to power, volume and light levels as necessary. Flexibility and options for use by the gallery and building personnel are appreciated.

## THANK YOU

Thank you for your interest in showing your work at St. Mary's Art Center. We appreciate your support, interest and talents. Please contact A Perry, Executive Director at [aperry@stmarysartcenter.org](mailto:aperry@stmarysartcenter.org) with any questions regarding the Gallery Standards and your proposed exhibit.