



LIBRARY

ART EXHIBIT POLICY

365 F STREET, CHULA VISTA CA 91910 • (619) 691-5138

The Art Exhibit Policy is intended to provide guidelines for exhibiting in designated spaces available at City of Chula Vista facilities. It is the responsibility of the exhibitor to be aware of the Art Exhibit Policy and to communicate it to those individuals participating in the exhibit.

1. Exhibit space is available to groups and individuals on an equitable basis. Library Staff seek to present a variety of diverse exhibitions by local artists in the visual and literary arts and to promote awareness of local artists.
2. Library Staff will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, Library Staff are particularly mindful that display areas are used by all segments of the community and all age groups. For this reason, exhibits may be restricted because they represent religious or political bias, a controversial issue likely to cause offence, such as depictions of violence or nudity. All exhibits will be considered on a case-by-case basis and Library Staff may request that specific works are excluded. Exhibits may not include defaming or obscene materials as defined by the U.S. Supreme Court, or material which would lead to breach of peace or which advocates the violation of State criminal laws. Exhibit space may not be used for advertising for commercial enterprises or political candidates. The views in the works exhibited are those of the artists and are not necessarily those of the City of Chula Vista. The Library Director reserves final approval over any recommendation of Library Staff.
3. Library Staff will determine the date and duration of an exhibit. The length of exhibition will be a minimum of one (1) month and up to a maximum of six (6) months. Exhibit scheduling priority will be given to local exhibitors and exhibitors who have not previously presented an exhibit. Residence in Chula Vista is not required. Library Staff reserve the right to select individual works or may provide an opportunity for a one-person show or participation in a themed exhibit.
4. At least two weeks prior to installation the exhibitor must complete and submit the *Exhibitor Release/Consignment Agreement Form* which unconditionally releases the City of Chula Vista, its elected and appointed officials and employees, from any liability in connection with the exhibit. Library Staff must be notified of any changes in the information included on the submitted application form or the *Exhibitor Release/Consignment Agreement Form*. Upon receipt of such changes, the application shall be re-evaluated to determine compliance with the provisions of this policy.
5. The City does not accept liability for damages, losses or theft to the materials exhibited. The exhibit space must be left in satisfactory condition. Exhibitors using the space assume liability for damages to City property resulting from said usage, as assessed by

the City. Library Staff will dispose of abandoned exhibit materials after reasonable effort has been made to contact the exhibitor.

6. The exhibitor is responsible for the installation and dismantling of the exhibit. The exhibitor assumes total responsibility for the transportation of all work to and from the exhibit site.
7. All art must be suitably framed and have appropriate hanging apparatus or mounted and stabilized on a pedestal or in a display case. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. Framed artwork must be installed on the wall by the artist. All frames, armatures and mounting arrangements must be secured to the existing hanging system or be free standing within the gallery space. Installation of exhibits must be coordinated with Library Staff.
8. Works of art may be offered for sale, with prices established by the artist. The City will not serve as sales agent but will provide interested persons with a list of prices and contact information. The artist is responsible for conducting the sale of any work directly with the purchaser. Works that are not available for purchase must be designated "NFS" (Not for Sale). Works sold must remain on exhibit throughout the designated period. In lieu of a standard gallery sales commission, the City requests that in return for the opportunity of exhibition, a contribution equal to 20% of the selling price of each work sold is to be made to the Friends of the Chula Vista Public Library and the Gayle McCandliss Arts Awards to be divided equally.
9. For each work, the artist must appropriately mount a display card or title label indicating the name of the work, artist's name and medium. Prices will not be displayed on individual works but will be available as part of the exhibit information available to the public.
10. The exhibit area will be open to the public only during the regular open public hours of the City facility. The Library does not provide staff to serve as attendants during an exhibit.
11. Participating artists will coordinate with Library Staff to promote their exhibits. Permission to photograph any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
12. Library Staff must be notified of all cancellations as early as possible. While Library Staff will do its utmost not to interfere with scheduled exhibits, they reserve the right to cancel any exhibit. Every effort will be made to give as much advance notice as possible, and the cancelled exhibit will be rescheduled.