



## SUBMISSION REQUIREMENTS FOR PROSPECTIVE EXHIBITING ARTISTS HARRINGTON GALLERY OR HALLWAY/LOBBY GALLERIES

If you would like to submit an exhibition proposal for the Harrington Gallery or other exhibit areas at the Firehouse Arts Center, please mail or email the following information:

1. A current resume, listing solo and group exhibitions, education, teaching, or professional experience, commissions, etc.
2. Contact information including mailing address, phone number, e-mail address, and website address if applicable
3. A brief artist's statement
4. 8 high resolution (300 dpi) digital images of your work. Each image should include your name, title of work, date, medium, and dimensions. It is not our policy to return submitted materials, CD's etc.
5. If your proposal is for a group of artists, please include the above information for each member, as well as a general statement about your group and the theme/idea/inspiration behind the proposed exhibit.
6. If you are proposing an installation, please include sketches or photographs, list the materials involved and a general idea for the project including spatial requirements

Mailing Address: Julie Finegan, Visual Arts Coordinator  
City of Pleasanton Community Services  
Firehouse Arts Center  
P.O. Box 520  
Pleasanton, CA 94566

Email Address: Julie Finegan [jfinegan@cityofpleasantonca.gov](mailto:jfinegan@cityofpleasantonca.gov)

### IMPORTANT INFORMATION:

7. The Harrington Gallery will generally not accommodate solo exhibits; the vast majority of all submittals of work will be considered as part of a group exhibit of 2-10 artists or more.
8. Although your work may have great potential for exhibition, the gallery schedule is planned out approximately 2 years in advance, so there may not be immediate openings for invitational exhibits. However, we will keep your information on file in the event of a vacancy.
9. The Firehouse Arts Center's lobby, as well as the downstairs hallway and an upstairs alcove, are exhibit space alternatives which may be utilized for either solo or small group exhibits, depending on availability.

10. Response to your submission can take up to 6 months. We will notify you if we can include your work in an upcoming exhibit or if we cannot accommodate it.
11. Please note that there are opportunities to submit art for the Fresh Works Open Juried Exhibition which takes place each spring. E-mail [jfinegan@cityofpleasantonca.gov](mailto:jfinegan@cityofpleasantonca.gov) and request to be added to our list, or visit the Firehouse website at [www.firehousearts.org](http://www.firehousearts.org). Each fall, Pleasanton Art League members exhibit at the Harrington Gallery. PAL is an open membership organization. For membership information go to [www.pal-art.com](http://www.pal-art.com) and click on “become a member”.

## **GALLERY POLICIES**

- **ELIGIBILITY**

All two- and three-dimensional media will be considered, including sculpture, electronic, light, performance, video, photography, and site-specific installations. Original work only; giclees of paintings are not accepted. At this time the gallery does not accommodate jewelry.

- **SALES**

Unless otherwise specified, works will be considered for sale at the price indicated. The City shall handle the sale of the work(s) of art and will retain a 30% commission (subject to change) on all sales that occur during the exhibit *or as a result of the exhibit*. In the event of a sale, the artist must complete and return a W-9 form, required by the City of Pleasanton in order to pay the artist’s commission.

- **FEES**

In most cases there is a nominal artist participation fee for each exhibit area, which helps to cover the cost of promotion and insurance.

- **PRESENTATION**

- Two-dimensional work must be framed and wired for hanging, with sufficient gauge wire (no visible wires, saw tooth or string hangers), and D-RING FLAT HARDWARE with a 3/16” or larger opening, installed *above* the top third. No photographs on canvas please.
- Work must be **original**, recent (in most cases), and must not have been shown previously at the Firehouse or other Pleasanton gallery or exhibition.
- All work must be labeled with artist’s name, title, medium, and sales price.
- Large works, works over 40 lbs, or work requiring special handling must be cleared with staff. The wire hanging system used at this facility cannot accommodate works over 40 lbs.
- Damaged, cracked, wet or ill-prepared works, or work with unstable frames, will not be accepted. If works with unprotected surfaces that smear or damage easily are accepted, they may not be insured.

- **WORK REMOVAL**

- All work **MUST** remain for entire exhibit; no early removal.
- Work must be removed at time designated on entry form or artist contract. There is **NO** storage space at the facility; therefore, late pick-up penalty fees apply. Artists may designate a friend to pick their work up if they cannot do so; appointed person must show identification, artwork claim check, or a note from the artist.

- **INSURANCE**

The City of Pleasanton obtains its insurance through a self-insured pool. Work will be insured for sales price less 30%, from the time of delivery, in duly noted condition, until the specified pick-up date. Work remaining after this date will not be insured. In the case of an insurance claim, proof of prior sales/valuation of work would be required. The City of Pleasanton retains the right to refuse acceptance of an art submittal if it deems that the asking price does not reflect the true value.

- **CURATORIAL DISCRETION**

- Artwork is pre-screened and evaluated by the Visual Arts Coordinator, or designees, based on artistic merit, quality, originality, treatment of subject matter, craftsmanship, professional presentation, and relationship to the particular theme or subject matter of an upcoming exhibition.
- The City of Pleasanton reserves the right of final selection of all artwork to be displayed in the galleries and hallways and other City venues and facilities. Exhibit location of each work of art displayed within the facility is also at the City's discretion.

- **CONTENT FOR LOBBY AND HALLWAY EXHIBITION AREAS**

The Lobby and upper hallway exhibition areas are not exclusively gallery spaces and are not public forums. Both spaces are the primary passageways for members of the public, including many children, to reach the Firehouse Theater and Art Studios. Accordingly, the City of Pleasanton discourages artwork proposals for the lobby and hallway exhibition areas which include significant elements of nudity or sexually explicit imagery, graphic depiction of violence, or profanity.

- **GALLERY FEATURES**

The Firehouse Arts Center Gallery is an approximately 2,000 square foot space divided into two rooms. The smaller room is part of the preserved original building with brick walls strengthened by a concrete support. It is 814 sq. ft., and has 59 linear ft. of wall space. This room contains a picture railing and wire cable art hanging system. Ceiling is dropped and 9 1/2' high. The larger gallery is 1,240 sq. ft. and has 70 linear ft. of wall space, and approximately 12' ceilings. Both rooms have two moveable wall panels, each adding 20 linear ft., and a variety of pedestals are available for 3-D work. The floors are level, smooth, maple wood. There are electrical outlets in the walls and floors at regular intervals in both galleries to allow for work requiring electrical power.

- **GALLERY HOURS**

The Harrington Gallery is open Wednesday through Friday noon to 5:00 p.m. and on Saturdays from 11:00 a.m. to 3:00 p.m. It is open one hour before most theater performances and during intermissions. Admission is generally free, but donations are gratefully accepted.

- **VOLUNTEERS**

Volunteers are very important and much appreciated in both theater and gallery programs. If you are interested in becoming a Gallery Attendant at the Harrington Gallery, attending a Volunteer Orientation session is highly recommended. For more information, please log on to [www.firehousearts.org](http://www.firehousearts.org) and click on the "Volunteer" tab, or e-mail [slogan@cityofpleasantonca.gov](mailto:slogan@cityofpleasantonca.gov).