

**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 exhibition spaces at the Firehouse Arts Center, please 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 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 exhibition.
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: Attn: Harrington Art Gallery
 City of Pleasanton Community Services
 Firehouse Arts Center
 P.O. Box 520
 Pleasanton, CA 94566

Email Address: harringtongallery@cityofpleasantonca.gov

IMPORTANT INFORMATION:

7. The Harrington Gallery will generally not accommodate solo exhibitions; the vast majority of all submissions for consideration include group exhibitions of 2-10 artists or more.
8. Although your work may have great potential for an exhibition, the gallery schedule is planned out approximately two years in advance, so there may not be immediate openings for invitational shows. 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 alternatives which may be utilized for either solo or small group shows, 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 annual **Fresh Works Open Juried Exhibition** which takes place each spring. E-mail harringtongallery@cityofpleasantonca.gov and request to be added to our email list, or visit the Firehouse Arts Center website at www.firehousearts.org/gallery/. Each fall, Pleasanton Art League (PAL) members exhibit at the Harrington Gallery for their annual **Fall Members Show**. PAL is an open membership organization to East Bay artists and an opportunity for local artists to show at the Harrington Gallery. For membership information go to 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; giclee 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**

There is a separate **rental** and **nominal artist participation fee** for each exhibition at the gallery, which helps to cover cost of promotion, insurance, and upkeep of the Firehouse exhibition spaces. Contact the Harrington Gallery for further information on specific fees.

- **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.
- Larger works including works over **40 pounds, 4-feet by 4-feet** in dimension, or work requiring special handling must be cleared with staff. The wire hanging system used at this facility cannot accommodate works over 40 pounds.
- 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 trusted individual 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 curator, 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. Placement 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 entries that include significant elements of sexually explicit, overtly political or religious imagery and content, 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. The 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 adjustable middle wall panels, each adding 20 linear ft., and a variety of pedestals are available for three-dimensional work. The floors are level, smooth maple wood, and there are electrical outlets in the walls and floors at regular intervals in both rooms to allow for work requiring electrical power.

- **GALLERY HOURS**

Wednesdays: 10:00 A.M. - 5:00 P.M.

Thursdays & Fridays: 12:00 P.M. - 7:00 P.M.

Saturdays: 10:00 A.M. - 3:00 P.M.

The Harrington Gallery is also open one hour before most theater performances and during intermissions. Admission is free to the public, 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/volunteer/, or e-mail harringtongallery@cityofpleasantonca.gov.