

## WALNUT CREEK LIBRARY COMMUNITY ART GALLERY

### Guidelines and Policies

Exhibitions in the Library Community Art Gallery is a program of The City of Walnut Creek's Arts, Recreation and Community Services Department, and is managed by a panel of the Walnut Creek Arts Commission.

*The Walnut Creek Library Community Art Gallery* was created to present artwork for the encouragement and development of artistic expression, and to foster greater appreciation for art in our community. The Walnut Creek Library invites artists living or working in the greater Bay Area to submit proposals for exhibitions in the Library Community Art Gallery. Based on the number of applications, priority will be given to Contra Costa County artists. Due to space limitations, only work that can be hung on the gallery's cable and hook system and does not exceed 15 pounds is eligible.

Each exhibition season begins in the fall and runs through the summer of the following year. Applications are accepted on an ongoing basis.

- The *Community Art Gallery* features fifty-three running feet of exhibition space. An exhibition layout plan must be submitted as part of the proposal to the Selection Panel. Please compose a simple installation plan.
- Exhibiting artists are given one (1) day prior to the opening date for installation, and they must deinstall the Monday after the closing date.
- Individuals or community groups that have not used the space in the past twelve months will receive priority.

### Who may exhibit?

- Individuals living or working in the greater Bay Area, and non-commercial groups based in the greater Bay Area. Priority will be given to Contra Costa County artists and groups.

### What is the cost?

- There is a nonrefundable fee to submit an application for review: \$150/organizations or groups of 4 or more, \$100/2-3 individuals, and \$50/individuals. Sorry, no exemptions.
- Check should be made payable to **City of Walnut Creek**

### How to apply to exhibit in the *Library Community Art Gallery*:

- Read the *Guidelines and Policy*, then print and complete the *Proposal Application*, *Community Gallery Dimensions* and *Wall Plan*. All are available at:  
<http://www.bedfordgallery.org/art-opportunities/library-art-gallery>

- Proposals and digital images on disk must be dropped off or delivered to Bedford Gallery; no slides, photographs, or online submissions will be accepted. Read and follow all proposal guidelines in their entirety. Incomplete proposals will not be accepted. Return postage is not necessary as no submission materials will be returned.
- **Deadline for the 2018-2019 season is May 31, 2018.** The schedule will be announced by July 2, 2018. No calls, please.
- Include a disk or USB drive (thumb drive) of **properly sized digital images** of no more than 24 proposed exhibition artworks:  
**JPG's of 72 dpi, no dimension larger than 1700 pixels.** Include a numbered image list with artist, title, date of completion of artwork, medium, and size (height by width) and a simple layout of the installation proposal. Use the *Wall Plan* PDF as a design template.
- A panel of the Walnut Creek Arts Commission reviews all applications, approves artworks for exhibitions, and determines the exhibition schedule. An Arts Commissioner will contact you two weeks prior to your installation date to arrange a meeting time for installation day. The Commissioner will answer any questions you may have at that time. Submitting a proposal does not guarantee being selected for exhibition, and the panel may reject any application.
- The Exhibition Schedule can be found at:  
<http://www.bedfordgallery.org/art-opportunities/library-art-gallery>  
The schedule is also published in Walnut Creek's quarterly newsletter "In a Nutshell". Any other publicity is strictly the responsibility of the exhibiting artist.

#### **Installation fixtures provided:**

- A steel cable hanging system with self-locking hooks is installed in the exhibition space.
- A standard 17" vertical by 11" horizontal sign including the exhibition title (if any), individual or group name, and artwork identification list is required and must be printed by the exhibitor. The sign must be inserted into the 17" x 11" display frame which is mounted on site. This is a standard size and can be printed at any print or copy shop. There is also a 5" wide brochure holder that will accommodate leaflets, flyers, etc.
- No additional hardware, fixtures, signs or labels of any kind may be attached to the display walls; **no exceptions.**

#### **Hosting an opening reception in conjunction with the exhibition**

The Las Trampas Conference Room and Oak View Room on the second floor are available for receptions.

- For Las Trampas call 925-943-5858 for more information.
- For the Oak View Room call 925-256-3575 for more information.

#### **Exhibition Standards:**

- All items hung in the gallery must be installed using the steel cable display system provided. Work must be ready to hang with wire or D-rings. **No glass in frames, Plexiglas only.** If artworks require leveling please use **Quakehold**, which is available at any hardware store.  
**Do not use any other products as they will damage the wall.**
- Neither entire exhibits nor individual artworks may be changed, altered or removed after installation.

## When and How Are Exhibits Installed?

- Exhibitors are entirely responsible for installing their work. Work must be installed one day prior to opening date, and deinstalled the Monday after closing day.
- Exhibitors must provide all necessary equipment including a stepladder if necessary for installation.
- Any damage to the walls must be reported to the coordinating Arts Commissioner and Bedford Gallery at [emortensen@bedfordgallery.org](mailto:emortensen@bedfordgallery.org).
- Installation and deinstallation dates will be assigned. An Arts Commissioner will contact you two weeks prior to your installation date. All work must be hung on these dates during library hours between 10 a.m. and 6 p.m.

***PLEASE NOTE:*** The Community Art Gallery is NOT a program of the Library, staff will not be able to answer questions. ***Please be respectful of library visitors and staff.*** For any questions or concerns, please contact: [emortensen@walnut-creek.org](mailto:emortensen@walnut-creek.org)

## Exhibition Policy:

The Walnut Creek Arts Commission Selection Panel will review submissions and make all selections for the Community Art Gallery exhibitions. The Library, the County of Contra Costa and the City of Walnut Creek accept no responsibility for the preservation, protection, possible damage or theft of any item displayed or exhibited. Individual insurance is highly recommended. An Art Exhibit Agreement will be emailed to you, which must be completed and handed to the Arts Commissioner on installation day.

Return to:

Erik Mortensen - CAG  
Bedford Gallery  
1601 Civic Dr.  
Walnut Creek, CA 94596.

Thanks for submitting!



## Walnut Creek Library Community Art Gallery Proposal Application

Please see Walnut Creek Library Community Art Gallery Guidelines and Policies for complete instructions and information

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organization: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Website: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

### Please include:

- Application fee (check made payable to City of Walnut Creek)  
\$150 - Organizations, groups of 4+  
\$100 - Two to three individuals  
\$50 - Individuals
- CD of sample images of proposed artwork.  
**Important: please size images to 72 dpi; no dimension greater than 1,700 pixels.**  
File names should be numbered to match annotated list: e.g. **1.Title.jpg**
- Annotated image list. Artist name, Title, Medium, Dimensions: height by width
- Installation proposal drawing.

### Please submit completed proposal applications to:

Erik Mortensen  
Bedford Gallery - CAG  
1601 Civic Dr.  
Walnut Creek, CA 94596

Wall A  
18'

Wall B  
24'

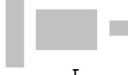
Wall C  
8'

All walls are 10' 8" high  
Hanging track is at 7' 10" (indicated in black line)

Wall A  
18'



Wall B  
24'



Wall C  
8'



Desk

