

# Community Gallery — Guidelines



This gallery is for the exhibition of works of art from programs sponsored by schools, community organizations, and artist groups in Fitchburg, Leominster, and the surrounding cities and towns in Central Massachusetts.

## Gallery Specifications and Exhibition Duration

The gallery offers almost 80 feet total of exhibition space. The **gallery floor plan** is on our website. Exhibitions are on view for around three and a half weeks. Our calendar fills up quickly; we recommend submitting proposals one year in advance. We are currently allowing groups to display every other year.

**Scheduling** Organizations must submit a proposal in order to schedule an exhibition. The **proposal form** may be downloaded from [www.fitchburgartmuseum.org/community-gallery](http://www.fitchburgartmuseum.org/community-gallery). On the form please indicate your preferred time of year, and a Museum staff member will contact you with specific dates.

**Celebrate!** Receptions may be held during the Museum's open hours for no charge; the time and date will be confirmed once your gallery show is scheduled. Organizations are responsible for all refreshments, paper goods, tablecloths, and clean up. The Museum can provide tables and chairs.

## Publicity

- The Museum will publicize the exhibition through its monthly e-newsletter and on its website.
- We request press releases and other publicity generated by the exhibiting group be approved by the Museum before distribution.
- The Museum assumes permission to use photos of the exhibitions in its print and e-newsletters, on its website, or in other marketing materials unless otherwise specified in writing.
- Artists and artists' groups must refer to the exhibit in publicity and on personal CVs or resumes as being at the Fitchburg Art Museum's Community Gallery.

## Installation and Deinstallation

*The Museum wants your organization's exhibition to look as professional as those in the Museum's other galleries.* The following requirements will help us achieve that goal:

- All artwork must be ready to hang and professionally presented. Two-dimensional works by children should be matted, and 2-D works by adult artists should be matted, framed, and strung with hanging wire.
- The organization is responsible for installation, installation supplies and tools, and deinstallation. Installation will be guided by a Museum staff member as necessary.
- The Museum will produce object labels for each artwork and an introductory label for the exhibition. Organizations are required to provide the text in electronic form, in a specific format, to the Museum at least 2 weeks in advance. The **label specifications sheet** is on our website.
- No artworks with wet paint/ink, wet clay, or wet glue may be installed.
- Pedestals and bonnets can sometimes be provided by the Museum.

## Dates and Times for Installation and Deinstallation

- **Organizations must adhere to the dates and times for installation and deinstallation. Failure to do so will result in the following charges that must be paid before we will release your artwork:**
  - \$75 for failing to arrive or being more than 20 minutes late without contacting the Museum;
  - \$100 for any artwork that is not picked up and has to be deinstalled and stored by the Museum.The Museum is not responsible for any artworks not picked up on the agreed upon date, or for artwork picked up by others besides the group's chosen representative or the artist.

**Sales** The Museum does not facilitate sales or take a commission, but you may leave a price list with contact information for the artists.

**Questions?** Please contact Laura Howick, our Director of Education by phone 978-424-4505 or by email at [lhowick@fitchburgartmuseum.org](mailto:lhowick@fitchburgartmuseum.org).