

The Community Gallery is for the exhibition of works of art from programs sponsored by non-profit or non-commercial schools, community organizations, and artist groups from Fitchburg, Leominster, and the larger Central Massachusetts region.

### Applying and Scheduling

Organizations must submit a proposal in order to schedule an exhibition.

Please see the **proposal form** on our website. Exhibitions are on view for about three and a half weeks. The form includes a field for you to list your preferred time of year; a Museum staff member will contact you with specific dates. Our calendar fills up quickly, so we recommend applying one year in advance. We permit groups to display every other year.

### Gallery Specifications

The gallery offers almost 60 feet total of exhibition space; see the **gallery floor plan** on our website.

### 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 art must be ready to hang and be professionally presented. 2-D works by children should be matted; 2-D works by adult artists should be matted, framed, and strung with hanging wire.
- No artworks with wet paint/ink, wet clay, or wet glue may be installed.
- 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 an introductory label for the exhibition and object labels for each artwork. Organizations are required to provide the text in electronic form, in a specific format, to the Museum at least two weeks in advance. The **label specifications sheet** is on our website.
- 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:

- Failing to arrive or being more than 20 minutes late without contacting the Museum: **\$75**
- Any artwork that is not picked up and has to be deinstalled/stored by the Museum: **\$100**

The Museum is not responsible for any art not picked up on the agreed upon date, or for artwork picked up by others besides the group's chosen representative or the artist.

## Publicity

- The Museum will publicize the exhibition through its website, social media platforms, and monthly e-newsletter.
- 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.

## Celebrate!

**Please note: the following guidelines regarding receptions are subject to change according to public health requirements.** A Museum staff member will be in touch at the time of scheduling regarding the Museum's capacity for hosting receptions.

Receptions may be held during the Museum's open hours for no charge; time/date will be confirmed upon scheduling. If you wish to hold a reception after hours, this must be organized with Museum staff. Please note that receptions held after-hours will incur a fee. The Museum can provide tables and chairs, but organizations are responsible for all refreshments, paper goods, tablecloths, and clean up.

## 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 Jennifer Sheppard, Clementi Family Manager of School programs, by email at [jsheppard@fitchburgartmuseum.org](mailto:jsheppard@fitchburgartmuseum.org).