

1. Guidelines

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.

Gallery Specifications

The gallery offers almost 80 feet of exhibition space; please see document **2: Gallery Floor Plan** on our website.

Applying and Scheduling

Organizations must submit a proposal and have it accepted to confirm an exhibition.

Please see document **3: Proposal Form** on our website at www.fitchburgartmuseum.org/community-gallery/. Exhibitions are on view for about four weeks. The form includes a field for you to list your preferred time of year; a Museum staff member will contact you to confirm specific dates. Our calendar fills up quickly, so we recommend applying one year in advance. We permit groups to display every other year.

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 exhibiting organization is responsible for installation, installation supplies and tools, and deinstallation. Installation will be guided by a Museum staff member as necessary. The installation period is 2-4 hours long.
- All works must be installed on one date, and all works must be picked up on one date at the end of the exhibition.
- The Museum will produce an introductory label for the exhibition and object labels for each artwork. Exhibiting organizations are required to provide the text in electronic form, in a specific format, to the Museum at least two weeks in advance. Document **5. Label Specifications Sheet** is on our website.
- Pedestals and pedestal covers can sometimes be provided by the Museum.

Dates and Times for Installation and Deinstallation

Exhibiting 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!

Receptions may be held during the Museum's open hours for no charge; the time and date will be confirmed upon scheduling with museum staff. The Museum can provide one 6-ft rectangular table for a 2-hour period. Exhibiting organizations are responsible for all refreshments, paper goods, tablecloths, and clean up. Free receptions are limited to a simple set up in the Lobby – additional set up and spaces will be referred to Special Events and may incur a rental fee. 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.

Please note: these 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.

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 education@fitchburgartmuseum.org.