

San Juan Community Theatre (SJCT) Lobby Display Policy

The Theatre Gallery is available to all artists living on San Juan Island for presenting their work.

Artists wanting a show of their work must complete the Artist's Exhibit Request Form (attached) and, if possible, submit a digital image of their work.

Artists will be assigned dates on a first come first served basis.

SJCT has the right to reject artwork due to content. Profanity and/or nudity are deemed unacceptable for our community gallery.

SJCT reserves gallery space each year for the Holiday Festival in November and "A Call for Artists" in June.

To the artist:

Registration: It is the artist's responsibility to provide, at least one month before opening date, a general description of the pieces to be shown, the Lobby Art Display Inventory List and, if feasible, copy-ready photographs of the artist and one or more of the works. Three copies of this list of items must be submitted; one for the box office, one for the Theatre's administrative assistant, and one for the artist to keep.

Display area: The display area is limited to specific walls in the lobby or, for three-dimensional work, floor spaces that would not interfere with the use of the lobby by Theatre patrons. The Gubelman Theatre is not available as an art display space. The gallery walls include all areas where a hanging system is installed, excluding any specific spaces that are being used by the Theatre itself for posting of promotional or other information.

Presentation of work: Set-up and take-down times must be coordinated with the Theatre's administrative assistant. The installation of the show is the responsibility of the artist, and *it is very important that all two-dimensional work on paper be matted and framed, that canvases and panels be professionally presented, and that all three-dimensional work be arrayed on unobtrusive pedestals or small tables.* (Certain exceptions to this rule may be considered for displays of work by high school students, although even for such shows a clean, uncluttered presentation is necessary.) *The Theatre has a few pedestals and narrow tables to fit against lobby walls, but we recommend that artists wishing to present three-dimensional work provide their own display stands.*

Work must be original; reproductions will not be accepted.

Window sills and lobby tables are not available for art display.

Hanging rods: Hanging rods with crossbars are available and are to be used for displaying two-dimensional work. No nails may be driven into and no tape or adhesive may be used on Theatre walls.

SJCT reserves the right to reject work or cancel shows if deemed necessary. Reasons for cancellation could include maintenance requirements for the building or special project demands.

Each artist will be given dates for hanging and retrieving their artwork.

Any other display or hanging requirements not mentioned here must be approved by the Theatre's administrative assistant.

Information about the work:

1. The artist should provide a clearly-worded identification card for each piece shown. This card, about 3 by 4 inches, should include the artist's name (except for one person shows), the title of the piece, and the price, if the work is for sale. All cards must be mounted in a professional manner using two-sided tape provided by the Theatre.
2. The artist should also provide a letter-size sheet announcing the artist or art group by name. It is optional to include a brief biography of the artist or an appropriate description of the group, and perhaps a few comments on the range or purpose of the works being shown. This sheet will be framed by the Theatre and hung in one designated place in the lobby (enabling theatergoers to know where to look for this information).

Liability: The Theatre has fine arts insurance that will cover displayed artwork in the event of damage or loss while in the Theatre's possession. Coverage is for the period of the exhibit only, and does not extend beyond the set-up and pick-up dates. In order for the coverage to be in effect, the artist must submit a statement of value for each piece displayed which is due prior to the opening of the show. Insurance covers up to \$2,000 per piece in value. The Theatre will supply the necessary forms.

Financial considerations: Each party benefits from the lobby art shows: the Theatre benefits in that the lobby becomes a more inviting place for the public; and for the artist, his or her work gains a wider audience.

In order to ensure insurance coverage for the show, the Theatre requires that within sixty days of the close, the artist must remit an amount to the Theatre equal to 20% of sales proceeds.

Publicity: Exhibit publicity is the responsibility of the artist. The Theatre's promotions director is available to help with any questions or special requests.

Visiting times: The lobby is ordinarily open to the public from 11:00 am to 4:00 pm. Tuesday through Friday and from 11:00 am to 2:00 pm on Saturdays. It is also open during the presentation of stage performances, but only to those who have purchased tickets for the performance.

Artist Reception:

If a reception is planned, please indicate the preferred dates: _____.
Every attempt will be made to accommodate these dates. The final artist reception arrangements, including licenses and permits, must be made at least one month prior to the show and are the responsibility of the artist; arrangements must be coordinated with the Theatre’s administrative assistant, 378-3211 ext. 23.

Closing day: It is the artist's responsibility to dismantle the art on the agreed-upon date. If someone other than the artist removes the artwork on closing day, that person must have written authorization from the artist.

AFTER THE ARTIST HAS READ AND AGREED TO THESE TERMS, PLEASE SIGN HERE AND RETURN TO SAN JUAN COMMUNITY THEATRE, C/O ADMINISTRATIVE ASSISTANT, PO BOX 1063, FRIDAY HARBOR, WA 98250.

Print name _____ for (if group show) _____

Signature _____ Telephone _____

Email: _____

Received by:

_____ Date _____

(San Juan Community Theatre*)

(* not to be signed without a complete inventory of work displayed in the show)

Required attachments: Artist Exhibit Request Form
Lobby Art Display Inventory List

February 26, 2013