



## **SARATOGA ARTS' ART IN PUBLIC PLACES PROGRAM GENERAL INFORMATION:**

Art in Public Places is a **Member-Exclusive** program featuring art exhibitions online and in various locations around the Capital Region. This program gives local and regional artists an opportunity to showcase and sell their work while exhibiting in publicly accessible spaces.

### **GUIDELINES:**

#### Applying

- Applications are accepted on a rolling basis throughout the year.
- Artists are accepted based on the venues/months available.
- Exhibiting artists are welcome to apply every year, however, they will not be eligible for the space they exhibited in the year before.
- To be considered for an exhibition, **all art must be appropriate for all audiences.**

#### Installation/Deinstallation

- All artists are responsible for submitting representative images of the objects they would like to display, an artist statement of 250 words or less, and an image list detailing the title, date, medium, dimensions, and price for each piece, corresponding to image file names two weeks prior to their exhibition.
- Artists are responsible for installing, deinstalling, and maintaining their own exhibition.
- All artworks must be framed **or** ready to hang. A list of the hanging hardware available at each venue is listed below.
- Each venue can accommodate a different amount of work. Capacity details for each venue are listed below.
- Three-dimensional work and sculpture currently are not accepted by any venues.
- Artists will be held responsible for any damage done in the space while installing/deinstalling.

## Buying and Selling

- **All artworks must be for sale.** All sales are processed through Saratoga Arts, who retains a 30% commission.
- All artworks must remain in the exhibition for the duration of the show, regardless of the time of purchase.
- All sold artwork must be dropped off at Saratoga Arts by the artist, within a week after their deinstallation.
- Saratoga Arts will create a checklist for each exhibition which includes images of the work, caption info and prices, the artists' statement, and instructions for how to purchase artwork.

## Contracts:

- Exhibiting artist contracts and insurance waivers must be signed and sent back to Saratoga Arts, **ASAP** upon receiving confirmation of your exhibition. This submission saves your spot in our calendar.
- Neither Saratoga Arts, nor any exhibition venue, is responsible for damage, loss, or theft of artwork on display. Exhibiting artists must sign a waiver in recognition of this policy.
- By signing the Art in Public Places contract, you signify that you have read and understood all guidelines both pertaining to the Art in Public Places program itself as well as specific venue guidelines.
- Saratoga Arts maintains the right to change exhibition dates and to postpone or cancel exhibitions. In this instance, artists will be notified immediately.

**NOTE:** Artists in violation of contract will be removed from eligibility for exhibitions at Saratoga Arts.

**Questions?** Call (518) 584-4132 or email [exhibitions@saratoga-arts.org](mailto:exhibitions@saratoga-arts.org)

## **PARTICIPATING VENUE INFORMATION:**

### **Clifton Park-Halfmoon Public Library (Site A):**

Address: 475 Moe Road, Clifton Park, NY 12065

Hours: Monday-Thursday, 9am-7pm, Friday, 9am-5pm, Saturday, 10am-4pm

### **Specifications:**

Second Floor Mezzanine Area: Approximately 15-20 wall pieces, depending on size. Artists exhibit their work on the black, freestanding, cloth covered walls.

There is a hanging system installed; artwork must have hanging wire on the back.

The library does not promote artists or their exhibitions in library brochures, nor on internal or outside displays. Artists are not permitted to hold receptions or gatherings in public spaces. Artists who are Library tax district residents **\*may\*** be able to reserve a room with prior approval through normal room reservation procedures. This does not prohibit small gatherings of friends or family at a specific time to see your exhibition, however food and drink are always prohibited. Artists are not permitted to distribute or leave any advertising materials (card, brochures, etc.) pertaining to their current or future exhibitions at the library.

**Clifton Park-Halfmoon Public Library (Site B):**

Address: 475 Moe Road, Clifton Park, NY 12065

Hours: Monday-Thursday, 9am-7pm, Friday, 9am-5pm, Saturday, 10am-4pm

**Specifications:** The wall outside of Children's Library, second floor: Approximately 10 pieces, depending on size. Pre-hanging system is installed; artwork must have hanging wire.

The library does not promote artists or their exhibitions in library brochures, nor on internal or outside displays. Artists are not permitted to hold receptions or gatherings in public spaces. Artists who are Library tax district residents **\*may\*** be able to reserve a room with prior approval through normal room reservation procedures. This does not prohibit small gatherings of friends or family at a specific time to see your exhibition, however food and drink are always prohibited. Artists are not permitted to distribute or leave any advertising materials (card, brochures, etc.) pertaining to their current or future exhibitions at the library.

**Saratoga Springs Train Station**

26 Station Lane, Saratoga Springs, NY 12866

Hours: Monday-Friday, 8am-7pm

**Specifications:** Approximately 5-10 pieces, depending on size. This is a bi-monthly site. Artists are required to bring their own tools and hardware for installation. When artists deinstall, they are responsible for patching holes with light-weight spackling paste and sanding. When artists install, they are responsible for touching up holes with paint. Light-weight spackling paste and paint are supplied by the Train Station.

**Saratoga Springs Public Library**

49 Henry Street, Saratoga Springs, NY 12866

Hours: Monday – Thursday, 10am-6pm, Friday and Saturday, 10am-5pm

**Specifications:** Approximately 12-15 pieces, depending on size. 18 hanging rods are provided on the walls, with 25 hooks. Please be careful when handling these rods. Artwork must have hanging wire or D-rings. Absolutely nothing can be attached to the walls.

### **Saratoga Springs Visitor's Center**

297 Broadway, Saratoga Springs

Hours: Tuesday – Saturday, 9am-5pm

**Specifications:** Approximately 12-14 pieces, depending on size. Hanging rods and hooks are provided. Works must have hanging wire attached. Hooks and rods can be moved. Per The Visitors Center's preferences, **no artist is to stick anything directly to the walls.**

### **Town of Ballston Community Library**

2 Lawmar Lane, Burnt Hills, NY 12027

Hours: Monday 9am-7pm, Tuesday 9am-7pm, Wednesday, 9am-5pm, Thursday 9am-7pm, Friday 9am-5pm, Saturday 9am-2pm

**Specifications:** Library Community Room: Approximately 20-40 wall pieces, depending on size. There is a gallery hanging system installed; artwork must have hanging wire on the back. Nothing can be attached directly to the walls. No personal promotional materials may be left out at the Library. Library Community Room Corridor: An identical hanging system is installed on one wall where 4 to 5 additional pieces may be displayed. The Library Community Room is a busy public space that may be reserved for library programs and outside community events; therefore, the room may not be accessible at all times to the artist or those wishing to view the art. The schedule for the Library Community Room is available to view electronically on the Library website to check room availability.

### **Contacts:**

Saratoga Arts is available for additional support! Please contact the main office at (518)584-4132 or email [exhibitions@saratoga-arts.org](mailto:exhibitions@saratoga-arts.org) with any questions or concerns.

### **FREQUENTLY ASKED QUESTIONS:**

Applying:

**What are the requirements to exhibit in Art in Public Places?** You must be a current member in good standing of Saratoga Arts to participate in the Art in Public Places program. Please see the *Membership* section of our website for more information about membership opportunities.

**How are artists selected for Art in Public Places exhibitions?** Artists submit applications for review and provide their first, second, and third month and venue preference. Exhibitions are scheduled based on availability, so preferences may not always be guaranteed.

**How do I know if my work is appropriate for all audiences?** Every participating venue prohibits images of graphic nudity, depictions of graphic violence, or the use of inappropriate words or slurs. If you are still unsure if your work is appropriate, please reach out to Saratoga Arts.

Installation/Deinstallation:

**How many pieces of art can I exhibit?** The amount of work varies for each venue, please check the venue specifications section for more details. If you have fewer than 10 pieces to exhibit, please reach out to Saratoga Arts.

**How do I know when to install or deinstall my work?** Upon receiving confirmation of your exhibition, each artist will receive a contract detailing their dates of installation and deinstallation.

**What happens if an artwork falls or becomes crooked?** The artist is responsible for the maintenance of their exhibition. If the venue or Saratoga Arts discovers that part of your exhibition needs attention, you will be notified.

**What happens if there is artwork on the wall when I get there to install my work?** If this occurs, contact Saratoga Arts immediately. Under no circumstances should you take someone else's artwork down.

**How do I hang my artwork?** Each Art in Public Places venue has a different hanging system. Please view each Venue's specific guidelines prior to installation.

Buying and Selling:

**How should I price my artwork?** Artwork prices are entirely up to the artist. Take into consideration that Saratoga Arts retains a **30%** commission.

**What happens if there is a sale?** All sales are facilitated through Saratoga Arts who will reach out to the purchaser and provide the artist with a check in the mail.

Miscellaneous:

**Is there an opening reception?** No - Art in Public Places venues do not host exhibition receptions.

**Can my non-profit organization participate in Art in Public Places?**

Yes, with a Non-Profit Membership at Saratoga Arts, you may have only a **collaborative** exhibition of yourself and your organization's members.

**Is insurance provided?** Neither Saratoga Arts nor each venue holds insurance on the artwork exhibited. Each artist must sign an Insurance Waiver prior to participating and would have to provide insurance themselves if desired.