

SARATOGA ARTS' ART IN PUBLIC PLACES PROGRAM GENERAL INFORMATION

About Saratoga Arts' Art in Public Places Program

The Art in Public Places Program features monthly or bi-monthly exhibits of artists' work in various locations around the region. The goal of the program is to present original artwork in easily accessible spaces throughout the Saratoga Region. Participation in the APP program is a benefit open to all members of Saratoga Arts from new and emerging artists who might be presenting their first exhibition to veteran artists with lots of experience presenting exhibitions - this program is for everybody!

Basic Guidelines

- Art in Public Places is available for Saratoga Arts Members only.
- Artists are limited to **one** Art in Public Places exhibit annually.
- All artwork exhibited must be appropriate for all audiences. All venues have requested no nudes. Artwork that does not comply with this guideline will be removed from the exhibit.
- Saratoga Arts provides a typeset exhibition and price list, with corresponding number labels. All artists must use these exhibition sheets, and not personally made lists. This is to ensure uniformity among all sites. Lists and labels will be available for pick-up the week prior to your exhibition at Saratoga Arts.
- Artists may not provide any additional labels, flyers, postcards, etc. without Saratoga Arts approval.
- All sales are processed through Saratoga Arts, who retains a 30% commission on works exhibited at Saratoga Arts and a 25% commission on works exhibited at off-site venues.
- All artwork must be for sale.
- No prints may be exhibited unless they are clearly signed and numbered, and in limited editions of no more than 25. All prints must be archival.
- All work must be framed or if they are works on unframed stretched canvas they must be ready to hang with neat edges.
- Artists must provide an artist statement, list of works (including titles, medium, and price), and an exhibition title (if desired) to the Exhibitions Director by the date specified on their contract.

Responsibilities

Artist Responsibilities

1. Artists are responsible for hanging and maintaining their own exhibition.
2. Artists will be respectful of all Art in Public Places venues. This means artists will adhere to the installation / deinstallation schedule in their contract, be thoughtful and careful during the load-in, installation and load-out of their work.
3. Artists will not adhere anything to the walls (with the exception of the number labels) including additional explanatory labels, flyers, postcards, etc.
4. Artists will sign a waiver distributed by Saratoga Arts indicating they understand neither Saratoga Arts or any Art in Public Places venue can be held accountable or responsible for damage, loss or theft of artworks on display.
5. Artists are encouraged to contact Saratoga Arts with any and all questions related to their exhibition. Artists should not contact the venue or venue representative regarding receptions, price sheets, logistics, etc.
6. Artists will refer all inquiries to Saratoga Arts at 518.584.4132. Artists will NOT contact the venue with questions or concerns.

Venue Responsibilities

1. Venues will provide an appropriate, public, display space for exhibitions coordinated through the Art in Public Places program. Venues will also provide Saratoga Arts with site specs for their exhibition space.
2. Venues will provide an appropriate hanging mechanism for 2-D works. General maintenance of the exhibition site is the responsibility of the venue.
3. Venues will refer all inquiries (questions about the artist, the artwork, and/or inquiries about sales or participation) to Saratoga Arts 518.584.4132.
4. Venues will provide a small space for signage and the placement of price sheets.

Saratoga Arts' Responsibilities

1. Saratoga Arts will coordinate all Art in Public Places exhibitions. This includes scheduling artists, setting installation and de-installation dates, contracting with artists (reviewing artwork if necessary), and ensuring that artists are keeping with the terms of their contract.
2. Saratoga Arts will promote all artists, exhibitions and venues with a variety of print and online marketing and promotional tools.
3. Saratoga Arts will provide all price sheets for each APP exhibition.
4. Saratoga Arts will facilitate all sales and retain a 30% commission on works exhibited at Saratoga Arts and a 25% commission on works exhibited at off-site venues. Artists will receive a check from Saratoga Arts with their portion of the sale within a few weeks of the sale date.

Frequently Asked Questions

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

Can I choose when and where my Art in Public Places exhibit will be held? Yes! Artists can choose their preferred month and venue on a first-come, first-served basis.

How do I schedule my Art in Public Places exhibit? To schedule your exhibit, please contact Rebecca Zeh, Exhibitions Director at 518.584.4132 or rzeh@saratoga-arts.org.

When do I schedule my Art in Public Places exhibit? Art in Public Places exhibits are scheduled at least one year in advance. For example, all exhibits that will take place in 2020 will be scheduled beginning in January 2019.

How many pieces of art can I exhibit? Each Art in Public Places venue is able to accommodate a different number of works. Please view *Participating Venue Information* for all information regarding each venue's unique requirements.

Can I exhibit 3-dimensional artwork? Only the *Brookside Museum* is able to accommodate a limited number of small 3-D artwork that can fit safely on a pedestal that is provided by the Brookside Museum. All other venues are unable to accommodate 3-D artwork at this time. For further details, please contact Rebecca Zeh, Exhibitions Director at 518.584.4132 or rzeh@saratoga-arts.org.

When do I install and deinstall my artwork? The goal is to have all exhibitions hung and ready for viewers by the first Saturday of the month. Installations are scheduled for Tuesdays and de-installations are scheduled for Mondays. Saratoga Arts' Exhibitions Director will provide all participating Art in Public Places artists with exhibition installation and deinstallation dates and times.

Who installs my artwork? You do! For off-site venues, all artists are required to install and deinstall their own artwork. Exhibitions in the Saratoga Arts Members' Hall and Saratoga Arts Reception Area Gallery are installed by the Exhibition Coordinator.

What happens if there is artwork on the wall when I get there to install my work? If this occurs, please find someone at the venue and inform them. 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 *Participating Venue Information* section for all information regarding each venue's unique requirements.

Can I sell my artwork? Yes! All artists are **required** to sell their artwork.

How should I price my artwork? Artwork prices are entirely up to the artist - but please take into consideration that Saratoga Arts retains a 25% commission on all artwork sales at off-site venues and a 30% commission in the Saratoga Arts Members' Hall and the Saratoga Arts Reception Area Gallery.

What happens if there is a sale? All sales are facilitated through Saratoga Arts. If your artwork sells, you will be contacted by the Exhibitions Director and proceed from there.

Is there an opening reception? No - Art in Public Places venues are not required to, or expected to, host exhibition receptions.

Can my organization participate in Art in Public Places? Yes! If your organization is a member of Saratoga Arts, individual artists exhibiting in the group show do not need to be members.

Is insurance provided? No. Although the utmost care is provided, Saratoga Arts and the participating venues cannot be held accountable for damage, loss or theft of artworks on display in public venues. Artists are required to sign a waiver prior to exhibiting in this program.

Who can I contact for more information? For all information regarding Art in Public Places, including venue inquiries, please contact Rebecca Zeh, Exhibitions Director at 518.584.4132 or rzeh@saratoga-arts.org. **Please do not contact the venue.**

Participating Venue Information

Brookside Museum

6 Charlton Street, Ballston Spa

Hours: Tuesday-Friday 10am-4pm; Saturday 12pm-4pm.

Specifications: Approximately 10-12 works, depending on size; large room in the back of the museum. This site will hold two APP artists per month. Suitable for larger work. Can accommodate 3D work. They have 8 pedestals on site, if they are not in use at the time of your exhibit, art in public places artists can use them. They do prefer, however that 3D artists bring their own pedestals. Artists showing work here need to sign a waiver saying that they are okay with The Brookside Museum staff moving their artwork temporarily if needed for their own events.

NOTE: For artwork install/deinstall times it is best for The Brookside Museum if the scheduled artist contact Michelle Arthur at 518-885-4000 a few weeks before their scheduled install/deinstall dates to set up a time to come to the museum.

Clifton Park-Halfmoon Public Library

475 Moe Road, Clifton Park

Hours: Monday-Thursday 9am-9pm; Friday 9am-6pm; Saturday 9am-5pm; Sunday 12pm-5pm

Specifications:

Site A: Second Floor Mezzanine Area: Approximately 15-20 wall pieces, depending on size. Black, freestanding, cloth covered walls. Pre-hanging system is installed; artwork must have D-rings or hanging wire.

Site B: Wall outside of Children's Library, second floor: Approximately 10 pieces, depending on size. Pre-hanging system is installed; artwork must have D-rings or hanging wire. Suitable for larger work.

Saratoga Arts' Members Hall

320 Broadway, Saratoga Springs

Hours: Monday-Friday 9am-5pm; Saturday 11am-5pm; Sunday (in July and August) 11am-5pm

Specifications: Approximately 12-15 pieces, depending on size. This exhibition is hung by the Exhibitions Director.

Saratoga Arts' Reception Area Gallery

320 Broadway, Saratoga Springs

Hours: Monday-Friday 9am-5pm; Saturday 11am-5pm; Sunday (in July and August) 11am-5pm

Specifications: Approximately 10-12 pieces, depending on size. This exhibition is hung by the Exhibitions Director.

Saratoga's Community Federal Credit Union

23 Division Street, Saratoga Springs

Hours: Monday-Thursday 9am-5pm; Friday 9am-6pm

Specifications: No more than 12 works. There is a hanging system provided; artwork must have hanging wire.

Saratoga Springs Train Station

26 Station Lane, Saratoga Springs

Hours: Monday-Friday 9am-4:30pm; Saturday-Sunday 9:30am-7:30pm

Specifications: Approximately 5-8 pieces, depending on size. This is a bi-monthly site. There are nails and hooks in the wall; artists may wish to re-hang the nails. If this is the case, the artist is required to bring their own tools and hardware to do so.

Saratoga Springs Public Library

49 Henry Street, Saratoga Springs

Hours: Monday-Thursday 9am-9pm; Friday 9am-6pm; Saturday 9am-5pm; Sunday 12pm-5pm

Specifications: Approximately 12-15 pieces, depending on size. Hanging rods are provided on the walls; 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: July-September: Monday-Saturday, 9am-6pm, Sunday 9am-4pm | October-June: Monday-Saturday, 9am-6pm, Sunday 10am-3pm

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. The Visitor's center prefers that labels not be stuck directly to their walls. Artists should attach the labels to the

hanging rods by putting a blank one behind the printed label around the rod so that it is sandwiched between the labels.

Membership

Artists are required to be Members of Saratoga Arts to participate in the Art in Public Places program. There are several individual, family, business, and non-profit memberships available. For a complete list, please visit our website at www.saratoga-arts.org/membership/, or contact Rebecca Zeh by email at rzeh@saratoga-arts.org or by phone at 518.584.4132.

Senior + Student Membership (\$35/year) includes:

(includes adults over the age of 65 and students with a valid college ID)

- this level receives a discounted friend membership

Friend (\$50/year) includes:

- discounts on class enrollments + some special events
- participation in member exhibition opportunities
- 10 % off gallery shop purchases
- bi-monthly arts newsletter subscription
- artistic recognition in newsletter

Business + Non-Profit Membership at the Friend Level (\$50/year) includes:

- link on Saratoga Arts' website
- one arts related flyer in ArtsLetter