

## **Community Gallery Exhibition Information for Artists**

City of Thornton Arts & Culture Division operates several community gallery spaces throughout the city in public buildings. This information applies to all gallery spaces and artists engaged in the display of their work in these gallery spaces. The gallery spaces are community-driven and not for profit.

This information below is for general knowledge and addresses frequently asked questions. Please contact Arts & Culture staff if you have any additional questions or concerns.

### **Artwork Submissions, Review and Selection**

- Arts & Culture Division posts calls for artists on the website and email newsletters.
- Requirements for submission are listed on all calls for artists.
- Arts & Culture staff prepare the images from submissions for review.
- Submissions are peer-reviewed by a volunteer arts group consisting of artists and arts interested Thornton volunteers.
- We will list selected artists on the events page at [artsthornton.com](http://artsthornton.com) and call selected artists to coordinate artwork delivery/install.
- Due to the sometimes very high volume of submissions, we will not email artists directly. Artists must check the website for selections.

### **Artwork Requirements**

- All artwork submitted must be ready to hang.
- All artwork must be the submitting artist's original works. Prints of works must be approved and in professional condition.
- All artwork that is framed must be with glass. No glass – plastic frame “glass” is not accepted unless it is approved by Staff, such as plexiglass in very large works.
- Canvas works with no frame must be finished on all sides.
- Wire or teeth hangers work the best for our hanging system.

### **Selling Guidelines**

- The Oz Gallery is a commission-free venue.
- Staff does not conduct sales on behalf of artists – all sales are between buyer and artist.
- All artwork sales and delivery will occur after the artwork comes down at the end of the exhibition and will be conducted between the artist and the customer.
- People's Choice purchases by TASHCO (Thornton Arts, Sciences and Humanities Council) are tax-exempt and funded by the generous support of SCFD (Scientific and Cultural Facilities District) grant funding.

### **Non-Commission Venues**

- All of the galleries run by Thornton Arts & Culture Division are commission-free venues.

## **People's Choice Program**

- The People's Choice Program is a unique program sponsored by TASHCO and the SCFD.
- Visitors to the exhibitions vote for their favorite work in the show.
- People's Choice voting is not allocated for every show in every gallery.
- The work with the most votes is then purchased by TASHCO and added to the city of Thornton's permanent art collection.
- This collection is on view in various public spaces in city-owned facilities.
- The collection rotates approximately every six months.

## **Delivery/Install of Artwork**

- All artists must send an artist biography, and an inventory of their works in the format requested by Arts & Culture Staff, prior to delivery and installation.
- Delivery of artworks will be conducted in a timely manner in accordance with the timeframe established by Staff.
- Artists will sign off on the delivery of their works at the time of drop-off.
- An inventory of the works will be made and signed off on at that time as well.
- All artists and exhibition volunteers are welcome to participate in the installation process.

## **Pick-up/Uninstall of Artwork**

- All artwork must be picked up within the timeframe agreed upon.
- All artists will "check out" their artworks and the inventory upon pick-up of artwork.

## **Artist Receptions**

- Artist receptions will be negotiated between Staff and artist. Depending on the time of year and facility scheduling, an artist reception may not be possible.
- Artists are strongly encouraged to promote their receptions and share invitations within their networks.

## **Damaged or Stolen Artwork**

- In the event that artwork is damaged or stolen please contact city of Thornton Arts & Culture Staff.

## **Contacts:**

### **For submission and review questions:**

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**Arts & Volunteer Coordinator**  
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### **For artwork delivery, installation and reception questions:**

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