

City of Garland

Cultural Arts Division

Policy for Exhibitions



I. Purpose

As part of implementing the 2021 Cultural Arts Plan, the City of Garland Cultural Arts Division (CAD) has developed these policies and procedures for exhibiting in CAD gallery spaces. Visual art exhibitions are an integral part of the CAD's total program of creating dynamic experiences and providing residents and visitors access to creative experiences and expression.

II. Plan for exhibitions

- A. The programming of the gallery season will strive to balance recurring annual exhibitions and gallery programs, exhibitions curated in-house, special projects, and exhibitions selected from the pool of proposals submitted as part of an annual "Call for Proposals." Any proposals submitted outside of this process should follow the "Call for Proposals" guidelines. Proposals may be held until the next season's submission window.
- B. The CAD has priority on the scheduling and the use of the gallery spaces in the Granville Arts Center.
- C. The CAD oversees the scheduling, content, and arrangement of all exhibitions. The designated staff coordinator reserves the right to reject any part of an exhibition or change the manner of display if the exhibited items are determined to be obscene, inappropriate, or illegal. CAD further reserves the right to exclude artwork due to the numbers, size, weight, or monetary value that would require additional security or for any other reason deemed appropriate. All exhibits must be scaled in size and form to complement the gallery spaces' standard service.
- D. The Arts Center is a publicly owned and operated facility with varied audiences and events. The content of any displays must be suitable for general audiences of all ages and backgrounds. The CAD Director or staff coordinator reserves the right to post a notice of exhibit content if deemed necessary.
- E. Exhibits are encouraged to explore, celebrate, inform, or otherwise showcase Garland's diverse neighborhoods, cultures, or communities but should do so with sensitivity and authenticity.
- F. The CAD shall oversee posters, signs, brochures, publicity, and all materials relative to any exhibition.
- G. If the artist/organization desires to host a reception for the artists and guests, they must schedule this at the same time the exhibit is scheduled. The staff coordinator must approve of any food and beverages desired for the reception.

III. Coordination of exhibitions

- A. The staff coordinator shall coordinate all exhibitions and displays, including approval of dates and locations of all exhibitions and displays.
- B. Final authority regarding the acceptance or rejection of exhibitions rests with the Cultural Arts Director.
- C. Duties of the exhibiting artist or organization (Exhibitor) will include exhibition coordination, art transportation, and installation, providing marketing information and support, retrieval of artwork, and other duties as agreed.
- D. Unless otherwise approved by the CAD Director, the exhibitor will use the gallery mounting system and hanging clips provided by the CAD's staff. If the artwork is not designed for wall display (e.g., sculpture), the artist/organization will provide proper display structures. (e.g., pedestals or cases)
- E. The artist/organization will be charged for any costs associated with repairs to the gallery spaces beyond normal wear and tear.
- F. The City of Garland cannot be responsible for any damages occurring to or loss of artwork while on display in the gallery. Staff will inspect and supervise the installation of works of art to ensure that the methods for installing the artwork will not pose any risk or safety hazards to patrons or the artwork. While on exhibition, the artwork will be given all reasonable care. However, CAD encourages artists/organizations to acquire insurance for the exhibits while on the premises of the Arts Center.
- G. The City of Garland, the Cultural Arts Division, or any employees thereof shall in no way act as agents for the sale of items from an exhibit.
- H. Purchase prices shall not be posted on artwork title cards. They may be compiled in a list and shared with the public near the exhibition entrance.
- I. Inquiries from visitors to the exhibit regarding purchasing artwork shall be referred to the Exhibitor or their agent.
- J. Transactions to purchase exhibit items shall be directly between the purchaser and the Exhibitor or their agent.
- K. Any artwork sold while on exhibit must remain on display until the conclusion of the exhibition.
- L. Unless the CAD is notified in writing to the contrary, it is understood that the objects in the exhibit may be photographed and reproduced in CAD's publications and for publicity, archival, and educational purposes. Images may be used in CAD marketing and other non-commercial uses.