**City of Santa Fe Arts Commission**

**Community Gallery Pop Up Exhibits Guidelines**

As the City of Santa Fe Community Gallery continues to evolve its programming, we find it is increasingly meeting the need to provide a space and place to feature the work of local groups and organizations. In order to ensure that these exhibits continue to support the larger Community Gallery mission of supporting, displaying and selling the work of local artists, the following shall guide use of the gallery for Pop Up exhibits:

* A written proposal describing your organization’s work, the nature and scope of the exhibit, artists who will be involved, and any other relevant information is required for Pop Up Exhibit consideration.
* All exhibits are subject to availability and schedule. Gallery programming is usually set 18 to 24 months in advance. Efforts are made to support a variety of community organizations. Each exhibit is a one-time use. Based on demand, organizations may be subject to a 2 to 3 year blackout before applying for a second Pop Up.
* Exhibits will be limited to 2 weeks or less, based on the Gallery schedule.
* The Gallery capacity requires a minimum of 40 works and a maximum of 100, depending on size.
* Please designate one individual from your organization to serve as the exhibit contact. This individual will be responsible for delivery, installation and fulfillment of exhibition expectations. To ensure smooth communication, this is the only individual with whom we will discuss exhibit details.
* Artwork must be delivered to the Gallery by your organization at the agreed upon date and time. Work received later this may not be allowed for display. The Gallery reserves the right to cancel an exhibit if the work is not delivered as agreed upon.
* Your organization will be responsible for the planning, preparation, installation and fulfillment of the exhibit and exhibit opening with limited assistance from Gallery staff. Gallery staff can provide feedback and technical assistance in the areas of lighting, installation and installation methods and materials.
* Gallery staff will be available for the limited purpose of providing technical and curatorial feedback.
* An MS Excel template will be provided for the purposes of creating an inventory. This document must be emailed to the Gallery on or before the designated delivery date/time. Please ensure the accuracy of all information prior to submitting.
* Organizations may provide their own artist labels, or the Gallery will generate them from the provided inventory. Please ensure the accuracy of the inventory prior to submission as the Gallery is not responsible for label errors.
* Organization may provide their own exhibit title approved by the Gallery or the Gallery will provide it. If the Gallery is providing, all content for the design and production of exhibit title wall must be provided by your organization three weeks prior to the opening.
* Organizations are responsible for providing all promotional materials, including printed flyers, advertisements, posters, etc. as well as the marketing and publicity of exhibition-related events (opening, etc.) to your members and constituency.
* The Gallery will include exhibit information and press release details on its website as well as promotion through social media and e-blasts.
* Exhibit openings are generally held on Thursday and Friday afternoons/evenings. The Gallery will provide sparkling water, cups and napkins.
* Any additional programming requests (workshops, classes, panel discussions, etc.) are subject to schedule and availability. Public programs take place on Wednesday evenings and Saturday afternoons.

**About Exhibit Openings**

We encourage organizations to hold public openings in conjunction with their exhibits. These events provide important acknowledgement and celebration for artists. They allow friends, families and supporters to honor the participants. Generally, we prefer simple, free, public events as they allow for broad participation, keep the focus on the exhibit and ease the burden for your organization.

Should your organization wish to include additional elements, we encourage you to discuss this with us as part of the exhibit proposal. Please keep in mind the following:

* Organizations may provide additional light food and beverage services. These services must be provided by a Santa Fe Community Convention Center (SFCCC) approved caterer.
* Organizations must follow all SFCCC policies, including the use of approved providers and payment of fees.
* Due to the limitation and nature of the Gallery, only cold foods may be served. There are no prep facilities; all food must be delivered ready to serve.
* Under some circumstances, organizations may need to contract and pay for private security.
* Private events must occur on a different day than a public event (i.e. a private VIP event may occur the day prior to a public opening, but not on the same day.)
* If music will be part of the event, all equipment/amplification must be provided by the musicians.
* We do not provide parking for volunteers, vendors, performers, etc.