



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

About Saratoga Arts' Art in Public Places Program:

The Art in Public Places program is a **Member-Exclusive** program, which features art exhibitions in various locations around the Capital Region as well as online with the goal of presenting artwork in publicly accessible spaces and giving local and regional artists an opportunity to showcase and sell their work.

BASIC GUIDELINES:

- The opportunity to apply for an Art in Public Places exhibition is open to **Saratoga Arts Members** only.
- Artists are limited to apply for one Art in Public Places exhibit **every other year as of 2021**. If an artist applies for a show in consecutive years they will be put on a waiting list and contacted if there are any cancellations.
- There is no set deadline to apply for Art in Public Places; applications are can be submitted on a rolling basis throughout the year.
- All artwork exhibited through this program must be appropriate for all audiences.
- Saratoga Arts provides exhibition packets, which include instructions for the public on how to purchase artwork, an artist statement along with images of each piece with corresponding descriptions and pricing. **All artists must use these lists**. This ensures uniformity among all sites. Exhibition packets will be available for pick up at Saratoga Arts during the week leading up to your scheduled installation date. **Artists may not provide any additional labels, flyers, postcards, etc. without Saratoga Arts approval.**
- **All artwork must be for sale**. All sales are processed through Saratoga Arts, who retains a **30%** commission.
- 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 ready to hang. If the site you are exhibiting at does not have an existing hanging system, artists should use hanging hardware that causes minimal damage to the wall such as picture hanging hooks (brands like OOKS).
- Artists must provide the Exhibitions Coordinator with all signed paperwork, an artist statement, JPEG images of their artwork, and a list of works (including title,

medium, dimensions and price of each piece) by the dates specified on their contract.

- All artwork must remain in the exhibition for the duration of the show.

RESPONSIBILITIES:

Artist Responsibilities

- Artists are responsible for hanging and maintaining their own exhibition.
- **Artists will be respectful of all Art in Public Places venues.** This means artists will adhere to the installation/artwork removal schedule in their contract, be thoughtful and careful during the load-in, installation and load-out of their work.
- Artists will sign a waiver distributed by Saratoga Arts indicating they understand neither Saratoga Arts nor any Art in Public Places venue can be held responsible for damage, loss or theft of artworks on display. Artists are encouraged to carry their own insurance if desired.
- Artists will refer all inquiries to Saratoga Arts at 518-584-4132 or rzeh@saratoga-arts.org. Artists will **NOT** contact the venue with questions or concerns.

Venue Responsibilities

- Venues provide an appropriate, public display space for exhibitions coordinated through the Art in Public Places program. Venues will also provide site specs for their exhibition space.
- Venues may provide an appropriate hanging mechanism for 2D works. General maintenance of the exhibition space is the responsibility of the venue. *Please see hanging hardware specifications listed above.*
- Venues will refer all inquiries (questions about the artists, the artwork, and/or inquiries about sales or participation) to Saratoga Arts, 518-584-4132 or rzeh@saratoga-arts.org
- Venues will provide a small space for signage and the placement of price sheets.

Saratoga Arts' Responsibilities

- Saratoga Arts will coordinate all Art in Public Places exhibitions. This includes scheduling artists, setting installation and deinstallation dates, contracting with artists, ensuring that artists are keeping within the terms of their contract and reviewing artwork.
- Saratoga Arts will promote all Art in Public Places exhibitions with a variety of marketing tools.

- Saratoga Arts will provide all exhibitions packets for each APP exhibition
- Saratoga Arts will facilitate all sales and retain a **30%** commission on works exhibited. Artists will receive a check from Saratoga Arts with their portion of the sale at the close of the show.

CANCELLATION POLICY:

- If an artist cancels their exhibition **AFTER** committing to the dates in their contract, they will be ineligible to apply for our Art in Public Places again for a 2-year period.
- SA maintains the right to change exhibition dates and to postpone or cancel exhibitions. In this instance, artists will be notified immediately.

FREQUENTLY ASKED QUESTIONS:

How are artists selected for Art in Public Places exhibitions? Artists who are members of Saratoga Arts submit applications for review providing their first, second and third month and venue preference and exhibitions are schedule based on availability.

When will I be notified if I have been selected for an Art in Public Places exhibition? Artists who have been selected for an Art in Public Places exhibition during the months of January-June will be notified at the end of September. Artists who have been selected to exhibit during the months of July – December will be notified at the end of March.

What are the requirements to exhibit in Art in Public Places? You must be a current 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? When applying, artists provide Saratoga Arts with their first, second and third venue and date preferences. You are not guaranteed to get your first choice.

How do I schedule my Art in Public Places exhibit? An Art in Public Places online application form is available on Saratoga Arts website at saratoga-arts.org. Contact Rebecca Zeh, Exhibitions Coordinator at 518.584.4132 or rzeh@saratoga-arts.org for any questions regarding the application process.

How many pieces of art can I exhibit? Each Art in Public Places venue is able to accommodate a different number of works. Please review *Participating Venue Information*.

Can I exhibit 3D artwork? Our Art in Public Places exhibition venues cannot accommodate 3D artwork at this time. For further details, please contact Rebecca Zeh, Exhibitions Coordinator 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 typically scheduled for Tuesdays and deinstallations are scheduled for Mondays. Saratoga Arts' Exhibitions Coordinator will provide all participating Art in Public Places venues with a complete list of installation and deinstallation dates, as well as a complete list of artists. Some venues may have specific installation and deinstallation preferences. These are outlined in the Participating Venue Information section.

Who installs my artwork? You are responsible for installing and deinstalling your own artwork.

What happens if there is artwork on the wall when I get there to install my work? If this occurs, contact Rebecca Zeh at 518-584-4132 or rzeh@saratoga-arts.org 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 Participating Venue Information prior to install.

Is my artwork for sale? Yes, all exhibited artwork is required to be for sale. If a visitor would like to purchase a piece in your exhibition space, please refer them to Saratoga Arts – 518-584-4132, or email Rebecca Zeh at rzeh@saratoga-arts.org. Saratoga Arts will also provide all participating venues with signage that direct visitors to Saratoga Arts if they have any questions. Buyers can purchase the artwork directly on our website at saratoga-arts.org.

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. If your artwork sells, you will be contacted by the Exhibitions Coordinator and proceed from there.

Is there an opening reception? No - Art in Public Places venues do not 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. Artists are encouraged to carry their own insurance if they desire to.

Who can I contact for more information? For all information regarding Art in Public Places, including venue inquiries, please contact Rebecca Zeh, Exhibitions

Coordinator at 518.584.4132 or rzeh@saratoga-arts.org. **Please do not contact the venue.**

PARTICIPATING VENUE INFORMATION:

Clifton Park-Halfmoon Public Library

475 Moe Road, Clifton Park, NY 12065

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

Site Specifications:

Site A: 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.

Site B: 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, suitable for larger work.

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.

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. 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: 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!**

Uncommon Grounds (New venue starting in 2022).

Saratoga: 402 Broadway, Saratoga Springs, NY 12866

Clifton Park: 9 Clifton Country Rd., Clifton Park, NY 12065

Albany: 1325 Western Ave. #5, Albany, NY 12203

Specifications: A diagram for each site with site specifications is available upon request. Artists are required to bring their own tools and hardware for installation.

MEMBERSHIP

Artists and venues are required to be current members of Saratoga Arts to participate in the Art in Public Places program

Individual/family membership

Individual senior/student \$35

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

- This level receives all benefits of an individual membership

Individual \$50

- Discounts on class enrollments + some special events
- Participation in member exhibition & retail opportunities
(Our Annual Member Show, Art in Public Places, The Gallery Shop)
- 10 % off gallery shop purchases
- Access to member only content and blog
- Special members only preview events
- Special branded membership appreciation gift (while supplies last, changes annually)

Dual Family (includes up to 2 adults) \$80

- All benefits of the individual level membership for up to 2 users, \$20savings!

Sponsorship & Business memberships

Artist advocate \$250

- 10 % off gallery shop purchases
- Special members only preview events
- Access to member and Business member only content and blog
- Listing on website & one social media spotlight

Arts Patron \$500

- All benefits of the Advocate level plus access for up to 4 users
- Listing on website & 2 social media spotlights

Arts Business partner \$1000

- All benefits of the Patron level
- Logo and listing on website & events promotions plus 4 social media spotlights

Arts Corporate sponsor \$2500

- All benefits of the Business level
- 3-hour private wine & cheese event for 25 guests in main gallery space *

Arts champion \$5000

- All benefits of the Corporate level
- 3-hour private wine & cheese event for 50 guests in main gallery space *