

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 as well as online. 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 in 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 every other year.
- 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 exhibition.
- Saratoga Arts provides exhibition packets, which include the artist statement of the exhibiting artist along with images of each piece with corresponding descriptions and pricing. All artists must use these lists, and not personally made lists. This is to ensure uniformity among all sites. Lists 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.
- 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) by the dates specified on their contract.

RESPONSIBILITIES

Artist Responsibilities

- Artist art 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/deinstallation 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 of 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 will 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 will provide an appropriate hanging mechanism for 2D works. General maintenance of the exhibition space is the responsibility of the venue.
- 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 with 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 price sheets for each APP exhibition
- Saratoga Arts will facilitate all sales and retain a **30%** commission on works exhibited. Artist will receive a check from Saratoga Arts with their portion of the sale at the close of the show.

FREQUENTLY ASKED QUESTIONS

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?

Yes! Artists provide Saratoga Arts with their first, second and third venue and date preferences. Artists will be placed in one of those three preferences based on availability. All exhibitions are scheduled for the following calendar year.

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

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 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. Brookside Museum has some pedestals but the artist may need to bring their own. All other venues are unable to accommodate 3-D 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 each month. Installations are scheduled for Tuesdays and de-installations are scheduled for Mondays. Saratoga Arts' Exhibitions Coordinator will provide all participating Art in Public Places artists with exhibition installation and deinstallation dates and times.

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 artists are **required** to sell their artwork.

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: (Temporarily closed to the public starting January 6th due to Covid 19)
Monday, 9am-5pm, Tuesday 11pm-7pm, Wednesday, 9am-5pm, Thursday, 11pm-7pm, Friday, 9am-5pm and Saturday, 11pm-3pm.

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.

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's Community Federal Credit Union

23 Division Street, Saratoga Springs, NY 12866

Hours: Monday-Friday, 9am-5pm

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, NY 12866

Hours: (temporarily closed due to COVID-19) Monday – Friday, 9am-6:30pm, Saturday and Sunday, 9:30am – 7:00pm

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 artists are required to bring their own tools and hardware to do so.

Saratoga Springs Public Library

49 Henry Street, Saratoga Springs, NY 12866

Hours: (temporarily closed)

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: Closed through end of 2021

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.

MEMBERSHIP

Artists are required to be current members of Saratoga Arts to participate in the Art in Public Places program. Please visit our website at saratoga-arts.org or contact Rebecca Zeh by email at rzeh@saratoga-arts.org or by phone at 518.584.4132 to get the full list of our membership levels.