

# **Solano County**

## **Art Exhibit Guidelines and Policies**

---

### **Art Display Policy**

In order to promote civic, cultural, educational and intellectual creativity in our county, Solano County will make available space on the first and second floors for art exhibits in the County Administration Center and in designated spaces in other County facilities.

### **Guidelines**

Exhibits at the County Administration Center are conducted under the auspices of the Solano County Art Committee. This committee consists of 7 members. A staff member from the Division of Architectural Services serves as the Exhibit Coordinator for the County Administration Center and primary contact person with the public as well as coordinates with other departmental liaisons as designated for other County facilities. The Art Committee approves all art exhibits.

The Art Committee shall decide on the suitability of any art. The committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the committee is mindful that all segments of the community and all age groups use the display area.

Specifically, the Art Committee seeks to satisfy the following objectives in selecting and developing exhibitions:

- ♦ To present a variety of exhibitions by local artists in the visual arts;
- ♦ To help local artists (including organizations and amateurs) increase their public exposure;
- ♦ To provide a venue to encourage and display the artwork of children and youth;
- ♦ To promote Solano County and art activities throughout the county.
- ♦ To provide artwork consistent with the Solano County Public Art Program and its objectives.

Residence in Solano County is not required but may be considered in the selection process.

### **Conditions for Display Spaces**

1. All art must be suitably framed, with hanging apparatus (screw eyes and wire) or mounted and stabilized for pedestal or showcase display. All frames, armatures and mounting arrangements must be securely constructed. Work that is fragile or whose framing or display arrangement is of questionable durability may be rejected. Framing must meet the load requirements of the support structure in the exhibit areas. Any visual or written material that might accompany an exhibit must be approved by the Art Committee prior to display.
2. Solano County does not assume any responsibility for damage to or loss of art displayed. Artists submitting exhibits for display do so at their own risk. By submitting artwork for display, artists acknowledge and agree to this limit on

## Solano County

### Art Exhibit Guidelines and Policies

---

liability. This limit of liability also applies to any artwork sold during the course of the exhibition that remains that is damaged or lost after sale but prior to pick up of work by artist following the exhibition.

3. Artists must submit representations of their work. Exhibitors must provide photos or a digital file of each item. On the back of each photo the title of the work, dimensions and name, address, telephone number of the artist must be written. After initial review, the committee may request that the artist submit or make accessible actual samples at no cost to the County. The committee will determine the specific pieces to be exhibited, the duration of an exhibition and its location, but will attempt to accommodate an artist's preferences. The committee reserves the right to select individual works to show with the works of other artists or may provide the opportunity for a one-person show.
4. All work must be original by the submitting artist (or with signed authorization for display from the artist if the exhibition is organized by a sponsoring organization).
5. Works of art may be offered for sale, but this is not a requirement and will not affect committee decisions. If artwork is offered for sale, the prices are established by the artist. The artist is responsible for conducting the sale of any work directly with the purchaser, not through County staff. Works not available for purchase must be clearly designated "NFS" (Not for Sale) on any promotional materials.
6. For each work, the artist is to provide a display card or title label with the name of the work, artist's name and medium. Prices will not be displayed on individual works but will be available as part of the promotional materials available free to the public. The artist must provide the promotional materials at no cost to the County. No labels, signs, artwork or other material are to be attached to any walls without both the item and the means of adhesion being approved first by the Art Committee.
7. Work sold must remain on exhibit throughout the designated display period.
8. For theme events or art programs in the County (e.g. Red Ribbon Week) in which students from schools in the county compete, the winning entries are displayed in the County Administration Center. These art displays are not subject to the regulations listed above for individual artists. The Art Committee has oversight of these displays and the Exhibit Coordinator develops an annual calendar for these exhibits.
9. Artists are responsible for delivering works to be exhibited to the Exhibit Coordinator. The date and time should be established ***at least five business days before the opening of the exhibition***. Installation will be handled by the Exhibit Coordinator for the County Administration Center or art liaison in other County facilities. Artists may assist in the installation if they make arrangements in

## **Solano County**

### **Art Exhibit Guidelines and Policies**

---

- advance. Artists must pick up their works *within 2 business days of the conclusion of the exhibit* (preferably on the actual date of closing, as secure storage space is very limited). Solano County does not accept any responsibility for artwork not picked up in the designated timeframe.
10. *Within two weeks of being notified* that a submission is accepted for exhibition, the artist must contact the exhibit coordinator to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.
  11. *At least two weeks prior to installation*, artists must submit a draft of their promotional materials listing all works to be shown, together with the retail-selling price, if any. The listing must include the artist's name, telephone number, and instructions for contacting the artist to arrange for the purchase of any artwork. Artists should also include a brief biography and artist's statement.

#### **Appeals**

Decisions by the Art Committee to reject an applicant's exhibit for display may be appealed to the Solano County Board of Supervisors. A written appeal must be submitted within 15 calendar days of the notice of rejection of a proposed exhibit for display. Any decision by the Board of Supervisors is final. Any legal challenges brought to a decision by the Board of Supervisors related to an appeal pursuant to this policy must be filed within 30 calendar days of notice of the decision.

#### **Art Allocation**

The County allocates a 1.5% of the project construction cost art allowance pursuant to the Public Art Program Ordinance. For those projects, the Art Committee will administer these funds in accordance with the Public Art Program Ordinance, Art Program policies and guidelines and all other applicable County policies and procedures. The art allowance is tied to the construction cost at the time of the initial construction contract award.

#### **Donated Art**

Donated works of art must meet the same guidelines as artwork commissioned or approved for display in County facilities.

**Questions? Call the Exhibit Coordinator at 784-7908.**

## **Solano County Art Exhibit Guidelines and Policies**

### ***Art Exhibit Application***

---

Thank you for your interest in exhibiting at a Solano County facility. Please complete the following application and email it and digital renderings to: [ALBoyceharmuth@solanocounty.com](mailto:ALBoyceharmuth@solanocounty.com) or mail application and photograph or digital renderings to: Solano County Art Committee, c/o Capital Projects Management, Solano County, 675 Texas Street, Suite 2500, Fairfield, CA 94533.

**Artist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Work** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

Please describe the work you wish to exhibit. Include any information not readily conveyed by photographs or digital representations (details, techniques, unique characteristics, etc.) The information, combined with your photographs or digital files, forms the basis for the Art Committee's selection.

Because a number of exhibition spaces exist in County buildings, please indicate the following:

- ♦ The building in which you would like to exhibit:
  
- ♦ The ideal number of works you would like to exhibit:
  
- ♦ The smallest number of works you would be satisfied with exhibiting:
  
- ♦ The size of the works you would like to exhibit:

## Solano County Art Exhibit Guidelines and Policies

### *Art Exhibit Application*

---

Is there a 3 to 4-week period during which you prefer to exhibit?

Have you exhibited your artwork elsewhere previously? If so, list where and when.

Will the artwork you wish to exhibit be available for sale?

#### Follow these steps when submitting samples:

- ☐ Submit no fewer than 5 and no more than 12 images. Photographs or digital images are strongly preferred
- ☐ All images should be clearly note the artist's name on **each** image.
- ☐ Remember to include this sheet with images.
- ☐ Questions? Call the Exhibit Coordinator:

#### Your options for submitting materials:

- ☐ **Mail:** Art Exhibition Committee, General Services Department, 675 Texas Street, Suite 2500, Fairfield, CA 94533
- ☐ **In person:** Capital Projects Management  
675 Texas Street, Suite 2500,  
Fairfield, CA 94533  
Mon-Friday 9 am – 5 pm
- ☐ **Other arrangements:** Call the Exhibit Coordinator at 707/784-7908

By signing below and submitting this application, the applicant certifies that he or she has read and understands the Solano County Public Art Program policy and the Solano County Art Exhibit Guidelines and Policies and agrees to comply with the contents thereof. The applicant further understands that he or she will exhibit his or her art work at his or her own risk and that the Solano County assumes no responsibility for the exhibit.

Sign: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_