

## Community Gallery — Guidelines

**Fuller Craft Museum is dedicated to serving, enriching, and celebrating art, culture, and education in our local and regional communities.**

Our Community Gallery is reserved for the exhibition of works of art from programs sponsored by schools, community organizations, artist groups, and individual artists in the Greater Brockton area and the surrounding cities and towns, especially communities and artists who are underrepresented in the museum world.

### Gallery Specifications and Exhibition Duration

The gallery offers 1,050 feet total of exhibition space. The **gallery floor plan** is on our website. Exhibitions are on view for approximately one month.

### Artwork Restrictions

- All 2-D/wall-hanging work must be properly prepped for wall-mounting. No unframed or unfinished looking work will be accepted.
- Priority will be given to 2-Dimensional/wall-mounted artwork. We have a limited schedule for 3-dimensional artwork.
- The Museum reserves the right to refuse any items deemed too fragile or hazardous to display, or too large.

### Scheduling

Organizations/individuals must submit a proposal in order to schedule an exhibition. The **proposal form** may be downloaded from our website [here](#).

A staff member from our Education department will be in touch to confirm exhibition dates and other details.

### Publicity

- The Museum will publicize the exhibition through its e-newsletter and on its website/social media channels.
- We request press releases and other publicity generated by the exhibiting group be approved by the Museum before distribution.
- The Museum assumes permission to use photos of the exhibitions in its print and e-newsletters, on its website, or in other marketing materials unless otherwise specified in writing.
- Artists and artists' groups must refer to the exhibit in publicity and on personal CVs or resumes as being at Fuller Craft Museum's Community Gallery.

### Installation and De-installation

*The Museum wants your organization's exhibition to look as professional as those in the Museum's other galleries. The following requirements will help us achieve that goal:*

- All artwork must be ready to hang and professionally presented. Two-dimensional works by children should be matted, and 2-D works by adult artists should be framed, and wired for hanging— ***no sawtooth hangers please.***
- The organization/artist is responsible for installation, installation supplies and tools, and de-installation.
- No artworks with wet paint/ink, wet clay, or wet glue may be installed.
- Pedestals and bonnets may sometimes be provided by the Museum.
- The exhibiting organization is responsible for installation and de-installation. Installation supplies and tools will be provided and installation will be guided by a Museum staff member as necessary. The Museum will patch and paint the walls after de-installation.
- Outside groups that are organizing their own exhibitions in our community gallery are responsible for providing their own labels and signage.

### **Dates and Times for Installation and De-installation**

Organizations must adhere to the dates and times for installation and de-installation. Failure to do so will result in the following charges that must be paid before we will release your artwork:

- \$75 for failing to arrive or being more than 20 minutes late without contacting the Museum;
- \$100 for any artwork that is not picked up and has to be de-installed and stored by the Museum.
- The Museum is not responsible for any artworks not picked up on the agreed upon date, or for artwork picked up by others besides the group's chosen representative or the artist.

### **Sales**

The Museum does not facilitate sales or take a commission, but you may leave a price list with contact information of the artists.

**Questions?** Please contact Sage Brousseau, Director of Education by phone 508.588.6000 x.124 or by email at [sbrousseau@fullercraft.org](mailto:sbrousseau@fullercraft.org)