



Complete Guidelines for Art@City Hall Exhibitions:

1. **Exhibition Theme:** Art@City Hall exhibitions are group exhibitions based around a given theme. Artists are welcome to interpret the theme however they see fit. See the "Call For Art" for the current theme.
2. **Who May Participate:** We are a community gallery that encourages participation from local residents, but you do not have to be an Amesbury, MA resident to participate. Exhibitions are open to anyone in the region who would like to apply. Professional artists, non-professional artists, craftspeople, and makers of all ages and backgrounds are encouraged to apply.
3. **How To Submit:**
 - Artists may submit up to 3 artworks for consideration.
 - Email your images to amesburyartatcityhall@gmail.com
 - In the body of the email, list the following information for each submission:
 - i. **Title**
 - ii. **Medium**
 - iii. **Artwork Dimensions**
 - iv. **Frame Dimensions** (if framed)
 - Expect receipt of a confirmation email within 1-2 days of your submission.
4. **Types of Artwork That May Be Submitted:**

Original 2D artwork in the following media:

 - Painting (oil, watercolor, acrylic, etc.)
 - Printmaking (etching, silkscreen, monotypes, woodblock prints, etc.)
 - Drawing (pencil, charcoal, pastel, colored pencil, marker, ink, etc.)
 - Multimedia (collage, mixed-media work, etc.)
 - Fiber Arts (sewing, quilting, hand-dyeing, embroidery, etc.)
 - Photography (fine art prints using traditional or digital photographic processes)
 - Original Digital Art (must be printed)

Original 3D artwork meeting the following specifications:

 - 3D artwork must be able to hang on the wall.
 - 3D artwork must be shallow in depth, protruding 4 inches or less from the wall.
 - 3D artwork must conform to the artwork size & weight limits, and hanging guidelines listed below.
 - Shadow box frames are recommended for the display of small objects, like jewelry and small sculptures, for hanging compatibility and security.
5. **Artwork Size Limit:** The maximum size artwork that we can accommodate is 60" wide x 48" high (and we can only display one or two artworks of that size in an exhibition.) The majority of selected artworks tend to fall in the 24" x 36" range, and smaller. Exhibitions usually contain between 22-30 artworks, depending on sizes.
6. **Artwork Weight Limit:** Artwork (including framing) must weigh less than **10 pounds**.

7. **Artwork Selection:** Selections are made by the members of the Art@City Hall committee. We reserve the right to exclude artwork that we deem unsuitable for the space or for City Hall audiences. Selected artists will be notified via email by the artist notification deadline listed in the “call for art.”

8. **Artwork Hanging Guidelines:** The gallery at Amesbury City Hall uses a “rod-and-hook” display system. To be compatible with this system, **all selected artwork must be wired on the back as shown below:**

- **Traditional picture frames and shadow boxes** should have D-rings or screw eyes installed on the back, with a sturdy wire connecting them as shown here:



- **Works on canvas or other self-supporting structures** may be displayed without a frame, but the artwork must still be wired as shown above.
- **Sawtooth & keyhole hangers are not compatible with the system and not allowed.**
- **Artists are responsible for providing their artwork in a secure, stable condition, with adequate hanging hardware already installed at time of drop-off.** *The Art@City Hall Committee and Amesbury City Hall will not be held liable for artworks damaged due to the failure of framing or hanging hardware supplied by the artist.*

9. **What to Know if Your Artwork is Selected:**

- **You must be able to hand deliver your artwork to Amesbury City Hall at one of the scheduled artwork drop-off times listed in the acceptance email.** We are unable to accommodate shipped artwork.
- **You must agree to exhibit your artwork for the full duration of the exhibition** (approximately 3 months.)
- **Artwork sales are not permitted at City Hall and prices will not be displayed on exhibited artwork.** The public is welcome to contact artists privately to inquire about the purchase of artworks in the exhibition.
- **You will be asked to supply a one page “artist statement” that will be on display in an “Artist Info” binder for visitors to access.** Artists may also choose to include business cards or contact cards for gallery visitors to take.
- **An opening reception** will be held during the first week of the exhibition.

10. **As an Amesbury government agency, we are unable to carry the cost of insuring artwork during exhibitions.** We make every effort to keep the premises secure, the Amesbury Police

are made aware of each exhibition, and the gallery is closed when City Hall is closed. There is no formal gallery attendant on duty. The gallery is open during normal City Hall business hours, for special events, and during public meetings. Artists who require insurance coverage may wish to personally insure their artwork for the duration of the exhibition. **Exhibiting artists must sign a liability waiver upon artwork drop-off.**

Questions? Contact Us - Email: amesburyartatcityhall@gmail.com
Website: <https://www.amesburyculturalcouncil.org/art-at-city-hall>

