

# Community Gallery Guidelines

Newport Art Museum is dedicated to serving, enriching, and celebrating art, culture, and education in our local and regional communities. As part of these efforts, our Community Gallery, located in the Museum's School is reserved for the exhibition of artwork from schools, community organizations, and artist groups in Rhode Island and nearby areas.

## The Exhibition Space

- The gallery offers almost 80 linear feet of exhibition space with LED spotlights. Exhibitions are on view for approximately one month.
- Receptions may be held during the Museum School's open hours for no charge. An Education staff member will advise on available times. Receptions outside of our usual hours, or receptions that require use and set up of our large back studios can be arranged for a fee of \$30 per hour for the rental, plus staffing costs if necessary.
- Exhibiting groups are responsible for all refreshments, paper goods (including table cloths), and clean up. The Museum can provide tables for refreshments.

## Scheduling

Organizations are invited to submit a proposal in order to schedule an exhibition. The proposal form can be found here: [PROPOSAL](#). A staff member from our Education department will be in touch to confirm exhibition and reception dates and other details.

## Artwork Restrictions

- All 2-D/wall-hanging work should be properly prepped for wall-mounting. No unframed or unfinished looking work will be accepted
- We have limited space for three dimensional artwork. There is a small 6' wide x 3' deep nook at the end of the hallway that can accommodate a pedestal or two.
- The Museum School reserves the right to refuse any items deemed too fragile or hazardous to display, or too large.
- Artwork that is wet or sticky is not permitted inside the Museum School.

## Publicity

- The Museum School will publicize the exhibition on our website, but additional advertising by the organization is encouraged.
- We request photographs of work or an image of exhibition poster between 1500 and 2500 pixels wide to put on our website.
- 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 from exhibiting group.
- Artists and artists' groups must refer to the exhibit in publicity and on personal CVs or resumes as being at the Newport Art Museum Community Gallery.

## Installation and Deinstallation

- 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 matted, framed, and strung with hanging wire. Sawtooth hangers are not allowed.
- The exhibiting organization is responsible for installation, installation supplies and tools, and deinstallation. The Museum will patch and paint the walls after deinstallation.
- Outside groups that are organizing their own exhibitions in our community gallery are responsible for providing their own labels and signage. See the guidelines for creating your labels below.

## Label Guidelines

### Formatting:

18 pt font for text blocks

Minimum 12pt font for labels

Introductory label: This label describes the exhibition, which might include how it came about and how it is organized. Consider including any prompts, themes, or assignments that are contained. This would also be a good place to include a brief description of your group or organization.  
(Approximately 1-3 paragraphs or 100-250 words)

Object labels (required)

Each artwork must have an object label that lists the following information in this order:

**Artist's name in bold face**

*Title of artwork in italics*, Year created

Medium or media

School, grade level, or other group identifier if more than one are exhibiting

Example:

**Kai Leventhall**

*Self Portrait*, 2019

Oil

Newport High School, grade 12

**Dates and Times for Installation and Deinstallation**

Organizations are responsible for ensuring that all artwork is installed and deinstalled on the agreed upon schedule. If there are any changes to your schedule, contact the Education office as soon as possible to arrange a new plan. Otherwise, you may be subject to the following fees:

- \$50 for failing to arrive, or arriving more than 30 minutes late without contacting the Education Office
- \$20 per day for any artwork that is not picked up and has to be deinstalled and stored by the Museum. The Museum is not responsible for monitoring art pickup, or for storing any artworks not picked up on the agreed upon date.
- Artworks left behind for more than 30 days will be donated, gifted, sold as a fundraising item, or disposed of.

**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?**

For all questions regarding our Community Gallery, contact the Education Manager at 401-619-7983.

**Please Initial and Sign the following**

I have read and understood all guidelines described in this document. Initials: \_\_\_\_\_

The exhibition will open \_\_\_\_\_ and close \_\_\_\_\_ Initials: \_\_\_\_\_

The agreed pick up date and time is \_\_\_\_\_ Initials: \_\_\_\_\_

I understand that failure to deinstall and pick up work on the agreed date and time will result in a fee, as described in this document. Initials: \_\_\_\_\_

Exhibiting Group/ Artist \_\_\_\_\_ Date: \_\_\_\_\_

Education Manager \_\_\_\_\_ Date: \_\_\_\_\_