

# CITY OF ENCINITAS CIVIC ARTS PROGRAM

## ENCINITAS LIBRARY GALLERY • 3-D EXHIBIT INFO SHEET

Encinitas Library, 540 Cornish Drive, Encinitas, CA 92024. Library phone: (760) 753-7376.



3-D exhibition area: six lighted exhibit cases in the Lobby of the Encinitas Library.

### INSTALLING THE ARTWORK

1. The exhibit will be installed by the artist and arts staff. Please allow 90 minutes for the installation.
2. The Encinitas Library lobby is outfitted with six lighted exhibit cases with a square Plexiglas dome. Each case is 4' tall; the exhibition area is 2' T x 2' W x 2' D.
3. Additional artworks may be exhibited in the lobby on top of two 42" white air ventilation units or two 40" brown steel pedestals. Warning, the public can interact with these artworks.
4. Prepare signs on paper for each artwork with: *Title*, media, year, artist name, price, phone, email, website. Please make your signs in tent style, folded in half, no larger than 3" x 3" (with text only on the front side 1.5" x 3").
5. The artist must make an exhibit poster for the lobby. Create and email to arts staff, in PDF format, a vertical 24"w x 28"h color poster for your exhibit. The City will print, mount it on foam core and install it for you.
6. The artist is responsible to develop a layout where the art is to be placed in the six exhibit cases.
7. All work must remain in the gallery for the duration of the exhibit.

### ART SALES

- 1) All income from the sale of art goes to the artist. The exhibition opportunity is a service to local artists.
- 2) Artists are encouraged to be flexible in pricing given there is no gallery commission—affordably priced art sells well (under \$300).
- 3) The exhibit must stay intact for the duration of the exhibit.

## PUBLICITY

- 1) The artist must create and email to arts staff, in PDF format, a vertical 24"wide x 28" high color poster for your exhibit. The City will print, mount it on foam core and install it for you (see sample on next page).
- 2) The artist promotes the exhibit to the media, clients and friends—a Media Contact List is available from arts staff. Reporters respond well to artists and will often write a story. Give them a call and discuss your art with them.
- 3) Exhibit information is included in the City's weekly eblast to the community, the monthly Encinitas Arts & Events Calendar and the City website.
- 4) Info on the exhibit will be listed in the 2014 Exhibit Schedule, located on the Visual Art webpage: [www.Encinitasca.gov/VisualArt](http://www.Encinitasca.gov/VisualArt)



Opening Reception location: Community Room/Art Gallery, Encinitas Library.

## OPENING RECEPTION

- 1) The artist may host an opening reception, if they wish, in the Community Room/Art Gallery. Contact arts staff to reserve the day and time.
- 2) The artist may partner with the 2-D artist who is exhibiting concurrently, contact arts staff for their information.
- 3) The artist promotes the reception to the media, their client list, friends and family.
- 4) Tables and chairs are located in the storage room; you must return them to the storage room afterward (room key at Circulation Desk).
- 5) The artist provides food, drinks, table cloths, napkins, etc.
- 6) Alcoholic beverages are allowed (no red wine). They are to be consumed by adults, only, and must not leave the room.
- 7) The room has a catering kitchen and outdoor patio (room key at Circulation Desk).
- 8) Music is encouraged; either live or recorded (keep the volume at an appropriate level). The artist may use the grand piano (key at Circulation Desk).
- 9) The artist may bring additional artwork, cards, etc. to sell at the Opening Reception.
- 10) The artist is encouraged to create a reception sign and place it in the lobby or outside the entrance to the library—a metal easel is located in the storage room or check with library staff.

## LIBRARY HOURS

Library hours are: Monday-Thursday, 9:30am-8:00pm, Friday-Saturday, 9:30am-5:00pm, Sunday, 12:00-5:00pm.

## CONTACT

Jim Gilliam, Arts Administrator, [jgilliam@encinitasca.gov](mailto:jgilliam@encinitasca.gov), (760) 633-2746

Cheryl Ehlers, Arts Program Assistant, [cehlers@encinitasca.gov](mailto:cehlers@encinitasca.gov), (760) 633-2748

Arts Division, City Manager's Office, City of Encinitas, 505 S. Vulcan Avenue Encinitas, CA 92024

[www.EncinitasCA.gov/VisualArt](http://www.EncinitasCA.gov/VisualArt)

## EXHIBIT POSTER

- 1) Please make a poster for the lobby, using Publisher, etc. software, similar to the sample below.
- 2) Required size: 24" x 28", in a vertical format.
- 3) Include the following information: artist name, exhibit title, exhibit dates, opening reception info, description of the exhibit, artist website and a large image of an artwork in the exhibit.
- 4) Deliver in a PDF format to arts staff by email, disc or flash drive, one week prior to the installation of the exhibit.
- 5) Arts staff will print and mount the poster on foam core.

Thank you.

# MISTI WASHINGTON GOURD & BASKET GUILD

## *Nature's Possibilities*

October 8—November 25

Guild members represent all levels of ability in basket and gourd making, from beginning to Professional, and share a common fascination for handmade vessels and sculptural objects, both ornamental and utilitarian, made from natural fibers, found objects and stones. The guild meets monthly at the San Diego Botanic Garden.

Info: [Baskets-Gourds.com](http://Baskets-Gourds.com)



## ARTIST DEMONSTRATION

Sunday, November 17, 1-3pm, Community Room

Encinitas Civic Arts Program

Info: [Encinitasca.gov/VisualArt](http://Encinitasca.gov/VisualArt)

