

CITY OF ENCINITAS CIVIC ARTS PROGRAM

CIVIC CENTER GALLERY • 3-D EXHIBIT INFO SHEET

Encinitas City Hall, 505 S. Vulcan Avenue, Encinitas, CA 92024, (760) 633-2600

INSTALLING THE ARTWORK

1. The exhibit will be installed by the artist and arts staff.
2. The gallery has a locking case (6' T x 9' W x 16" D) with six adjustable glass shelves. Large work may be exhibited in front of the case.
3. The exhibit case is outfitted with an adjustable LED art lighting system.
4. The artist is responsible to develop a layout where the art is to be placed in the exhibit case.
5. The artist is responsible to provide small wall signs, on white paper, for each artwork. List the *title*, media, year, artist name, price or NFS (not for sale), phone, email and 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"). Signs are placed to the bottom right of work.

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 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.
- 2) Exhibit information is included in the City's weekly e-newsletter to the community, the monthly Encinitas Arts & Events Calendar and the City website.
- 3) Arts staff will make an exhibit poster for the gallery using JPG images submitted by the artist.
- 4) Info on the exhibit will be listed in the Exhibit Schedule, located on the Visual Art webpage: www.Encinitasca.gov/VisualArt

ARTIST RECEPTION

- 1 Participate in Art Night, the city's bi-monthly artist reception for all artists currently exhibiting in one of the civic art galleries. Art Night takes place, Saturdays from 6-9pm on February 23, April 5, June 1, August 3, October 5 and November 23, 2019.
- 2 A Media Contact List is available from arts staff.
- 3 Private receptions are no longer being hosted.

GALLERY INFO

The Civic Center Gallery is located in the lobby of City Hall, 505 S. Vulcan Avenue, Encinitas, CA 92024. Hours: Monday-Friday from 7:00am-6:00pm. City Hall is closed on alternating Fridays. The Gallery is staffed by two city employees who help promote the art and artist. Phone: (760) 633-2600.

CONTACT

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