



PASSAIC COUNTY
**ARTS
CENTER**
AT THE JOHN W. REA HOUSE

EXHIBITION POLICY

Mission Statement

The *Passaic County Arts Center at the John W. Rea House* (herein referred to as “PCAC”) under the direction of the Passaic County Department of Cultural & Historic Affairs, is dedicated to providing high quality and accessible arts events and educational programming. Through gallery exhibitions, workshops, arts classes, and public programs, the PCAC promotes an appreciation for the visual and performing arts by engaging the community in an environment that nurtures creative expression.

Purpose

The purpose of this policy is to guide both the Department of Cultural & Historic Affairs as well as artists and potential exhibitors in the general rules and guidelines concerning the operations at the PCAC. This policy may be updated and/or amended at any time and at the discretion of the Department.

Article I: Exhibition Schedule & Format

- A. The PCAC has four (4) exhibition spaces. Exhibitions are currently schedule on a rotating six to eight (6-8) week basis with two (2) weeks provided in-between for de-installation/installation. The PCAC retains the right to change this exhibition schedule as it deems necessary. Artists currently exhibiting in a show will be notified immediately if the dates of a show must change.
- B. Exhibitions can consist of solo, group, and/or thematic shows which will be decided by the Department Director. Artists are welcome to submit proposals on a rolling basis for shows but must do so in accordance with submission guidelines.
- C. The PCAC will provide postcards, digital advertising and social media promotion for each exhibition. If the artist wishes to purchase more advertising or printed materials, they will be responsible for any additional costs as determined by the PCAC staff. All promotional materials must be approved by the PCAC prior to printing or publication.

Article II: Exhibition Selection Process

The PCAC is a public arts space operated by the County of Passaic. As such, all exhibition materials will be selected through a committee of County employees and representatives. This will include the DCHA Director, the County Administrator, County Deputy Administrator, and the Passaic County Board of Chosen Freeholders. All artists wishing to submit work should keep in mind that content restrictions may apply when choosing pieces submitted for exhibiting. The County of Passaic reserves the right to reject artwork based on inappropriate content and themes.

Article III: Intake and Display of Artwork

- A. The PCAC will notify artists of their acceptance to exhibit work. The artist is required to complete an *Incoming Artwork Processing Form* and *Incoming Loan Agreement* that accompanies the acceptance letter.
- B. PCAC staff will conduct a full conditions assessment on each piece upon arrival in the gallery and will catalog and assign both a loan and object identification number to each piece.
- C. PCAC will be responsible for the placement and hanging of all exhibition materials. Once loaned materials are installed, it will not be removed except under the direction of the Director.
 - a. The artist must provide instructions and technical specifications for unique installations.
 - b. When appropriate, the artist may be asked to conduct the installation.
- D. PCAC uses a hanging rail system and a limited number of stands. The artist is responsible for any additional or custom display materials that are required to display their work.
- E. PCAC staff is responsible for all title cards and labels. It is the artist's responsibility however, to supply the PCAC staff with all the necessary information to accurately complete this task.

Article IV: Insurance

The County of Passaic is a self-insured agency and does not carry special fine-art insurance, currently. Therefore, it is the responsibility of the artist to carry insurance on their work while it is displayed at the PCAC. Please refer to our *Incoming Artwork Processing Form* and *Incoming Loan Agreement*.

Article V: Membership & Sales of Work

- A. The PCAC does not charge any participation or hanging fees for artists, however, we do require that all artists be members of the PCAC at the time of their exhibition.
- B. PCAC encourages artists to price their work for sale. The PCAC will take 25% as commission of each sale. Artists should account for commissions when pricing their works. All sales that are made during the exhibition are transacted through the PCAC, and the PCAC retains 25% as a commission from the sale which benefits the PCAC. The PCAC commission will be clearly disclosed on the artist's price list for visitors. Proceeds from sales will be distributed to the artist following the exhibition closing.

Article VI: Packing & Shipping:

- A. The PCAC will accept delivery of artwork directly into gallery spaces. The unloading, unpacking, handling, repacking, and reloading will be undertaken by PCAC staff and under the direction of the Museum Curator and/or the Department Director, unless otherwise required by the artist. Each object shall be handled with appropriate care at all times to ensure against

damage or deterioration. De-installation and repacking will take place promptly after an exhibition is closed. All artwork will be repacked in their original wrapping materials.

- B. If the artist wishes to ship their work to the Arts Center, it is their responsibility for packaging and shipment costs. Items that have been shipped will be returned in the same packaging/shipping material that was used and by the same means that it was delivered at the expense of the artist.
- C. If the artist wishes to have their work handled by a professional handling company, they may do so at the expense of the artist. All handling will need to be pre-arranged with PCAC staff.

Article VII: Conditions, Security & Damages

- A. The PCAC will ensure that proper environmental controls are maintained in its gallery spaces, with attention given to maintaining acceptable temperature, humidity, and light levels. Gallery lighting will be turned off when galleries are not open to the public and no food or beverages will be present in areas where artwork is located except during the occasion of exhibition openings/closings.
- B. The PCAC is fully equipped with a security alarm system. The security system is armed when staff is not present. Staff occupy the gallery spaces during operational hours. Artwork will not be unattended during PCAC operational hours.
- C. The PCAC agrees to exercise all care necessary to ensure the safety of artwork and to protect them from dangers including but not limited to fire, smoke, and water damage, loss, theft, and vandalism from the time of delivery until the time they are returned. All work will be checked and monitored as part of the PCAC staff's daily operations.
- D. In the event of damage to a piece of artwork while in possession of the PCAC, the artist will be notified immediately, and appropriate actions will be taken to ensure that an agreeable outcome between the PCAC and the artist is met.

Article VIII: Publicity and Photography

- A. Unless otherwise notified, in writing by the artist, the PCAC shall have the right to allow photography, telecast, and reproduction of the loaned artwork for educational, catalogue and/or publicity purposes.