

Sugar Sand Park Community Center

ART IN PUBLIC PLACES | Rules and Regulations Agreement

NATURE OF EXHIBITIONS

- All artwork will be displayed for public viewing. The City reserves the right to not accept all works.
- No work that contains realistic depictions of nude body parts, violent images, or political content will be displayed.
- **The work must be original in thought, form, and execution. No reproductions. Presentation and/or framing must be professional gallery quality.**
- Sugar Sand Park Community Center has over 300 linear feet of wall space for hanging, and 2 large locked display cases for 3D artwork. A [Wall Diagram](#) is available.
- Acceptable mediums include paintings, photography, pottery, jewelry, glass and sculpture. All work is subject to committee approval.

SALE OF ARTWORK

- All sales are between the artist and buyer. SSPCC staff will not facilitate any sales, or take any percentage.
- Artwork must remain on display for the duration of the show.

LIABILITY

- SSPCC will not accept responsibility for damaged or stolen artwork. Artists hang at their own risk.
- Staff will take all possible care to safeguard the exhibits, but artists should be mindful that this is a public space.
- Each individual artist displaying work, whether solo or a member of a group, must sign the [Waiver of Liability](#) prior to displaying their artwork.

LABELING AND PRICE LIST

- The following information should be placed on a **sturdy, small, attractively written or typed** label to be displayed next to each work:
Title of Piece
Name of Artist
Medium (Watercolor, Oil, Photography, etc.)
- Do not use any adhesive that will mar the walls. HandiTak (can be purchased at Office Depot) or similar material should be used.
- Prices will not be listed on the label; they will go in the Price List.
- Artists must supply a Price List with title, price, (or NFS), size (if applicable), and contact information for the public. Please email a Word document to the Special Event Coordinator.
- It is a good idea to hang a **framed information page** with the show that includes important elements like the show name or theme, reception date, if any, and biographical information.

INSTALLATION

- Sugar Sand Park Community Center has an installed hanging rail system with movable, suspended hangers. Works can be hung either singly or two smaller pieces on one hanger. **This system requires that your works have a secured hanging wire on the back. Clip frames with pressure holders are not suitable.**
- SSPCC staff is available to load in and hang the work.
- The Price List will serve as an inventory of pieces displayed and the artist will use that to **sign in and sign out at the Front Desk, attesting to each piece displayed and picked up.**
- All artwork must be dropped off and picked up on the agreed upon dates.

PUBLICITY

- SSPCC lists exhibits that take place September-May in the Cultural Arts Brochure (Sugar Sand Park publication), the Recreator Magazine (City of Boca Raton publication), monthly calendar listings to select media outlets, (but there is no guarantee of publication), creates the exhibit poster, and prints the price list.
- All other publicity in connection with any show is the responsibility of the exhibiting artists or organizations and must be approved by Community Center staff for accuracy.

RECEPTION

- Artists may arrange to have a reception during their exhibit, free and open to the public.
- Receptions are typically held in the hallway of the Community Center. If a room is needed please check with the Special Event Coordinator to make sure the date and time are available.
- No alcohol is permitted on the premises.

I, _____, have read the above regulations and agree to these terms.

Print Name

Signature

Today's Date

Organization Affiliation