

O'HANLON GALLERY INFORMATION

All exhibits and shows to be held in the O'Hanlon Gallery are arranged only with the review, consent and authorization of the Exhibition Committee. The Exhibition Committee is responsible for reviewing and scheduling all exhibits. All Proposals for exhibition must include examples of work to be exhibited (i.e., photos, slides or samples of the actual work), and a resume of the artist or other relevant background materials.

The Committee meets in January, May and October. The Deadlines for submissions are April 15, August 15, and December 15. Exhibitions are usually scheduled one year in advance.

Exhibitions in the O'Hanlon Gallery are intended to reflect the O'Hanlon Center for the Arts philosophy of exploration, experimentation and artistic growth. Exhibiting artists are given an opportunity to develop a deeper experience of their work and to present it for public viewing. Exploration and experiential immersion are essential aspects of the work shown. To further this experience, artists are asked to schedule lectures, panels, or Artist Dialogues during the exhibit.

O'Hanlon Gallery Use Fees:

Non-members: \$600.

Members: \$450.

(effective January 1, 2003)

EXHIBITION GUIDELINES

General Information

The O'Hanlon Galleries are largely self-managing, under the supervision of the Arts Administrator. Artists assume significant responsibilities for their shows.

Gallery shows usually run for one month on a calendar schedule. Specific dates are determined by the Arts Administrator.

Gallery hours are 10:00am to 2:00pm Tuesday through Saturday. There will not always be staff available in the Gallery. Special appointments can always be made.

Gallery showings are included in the First Tuesday Art Walk schedule of the Mill Valley Art Commission and listed in the Art Walk Program.

Other programs may take place in the Gallery during the run of the show.

O'Hanlon Center will include notices of showings in their program calendars, and assist artists with publicity and promotion.

Artist designs, prints and is responsible for paying for invitational postcards (with O'Hanlon Center approval of text) for the show and First Tuesday opening. O'Hanlon Center will mail a pre-arranged number of invitations out to artist and OHC lists. If the Gallery is shared by more than one artist, the O'Hanlon Center will only send out one invitational postcard representing the Gallery, not one for each artist. The Gallery invitational postcard must mention the concurrent Loft exhibition.

Exhibitors may schedule an Artist's program-dialogue at O'Hanlon Center concurrent with the exhibition. Program must be scheduled with Arts Administrator and Master Calendar.

Exhibitors may also take part in the monthly First Tuesday Roundtable for the Arts discussion group which meets just prior to the opening reception.

Labels follow a numbering system which corresponds to the show's brochure. The Arts Administrator labels the works and produces the brochures for the Gallery only, not for the Loft exhibit area.

The O'Hanlon Center reserves the right to final approval over all installations and may direct changes in compliance with OHCA Gallery standards.

O'Hanlon Gallery

Installation is available for \$50 per installer (\$100 maximum). All art must be ready to install, with screws and wire attached for hanging. NO pushpins or tacks can be used

for installing art. Any exceptions must be approved by the Exhibition Chair or Center installer. Artist and O'Hanlon Center will determine the installation date(s).

Artwork must be picked up at a predetermined time and date. There is no safe storage for work. There will be a \$5/day storage fee for work left after the pick-up date.

No artwork on display may be removed during the run of the exhibition.

Artists must provide their own insurance. O'Hanlon Center for the Arts does not insure exhibits. The Gallery is not always staffed during open hours.

Artists are responsible for leaving the Gallery in its original condition, including spackling holes and touch-up painting.

Heating and lighting conservation are always an issue. We will discuss these items before the show.

There is a 30% tax-deductible donation on all sales.

All exhibitors are required to sign the Exhibition Agreement.

Upon signing the Exhibition Agreement, a deposit of 50% of the Gallery Use Fee is due and payable to O'Hanlon Center. If an exhibition is cancelled by artist less than ninety (90) days before it is scheduled to begin, the deposit is non-refundable. The balance of the Gallery Use Fee is due thirty (30) days before exhibit start date.

Loft Gallery

All of the guidelines above also apply to the Loft.

All exhibitions are subject to approval and scheduling by the Loft Curator (Jeremy Thornton) and the Office.

The wall space by the stairs is reserved for pinning work up during workshops. The walls above the sofa and in the library area are used for exhibitions.

Only Members may exhibit in the Loft space unless approved by the exhibits committee.

O'Hanlon Center for the Arts does not mail out a separate postcard publicizing the Loft show. It is mentioned on the Gallery card. O'Hanlon Center staff does not print brochures for the Loft show.

First Tuesday Gallery Openings

Artist and O'Hanlon Center will coordinate a First Tuesday reception which runs from 6pm to 8pm. Artist provides all food and beverage; and is responsible for room clean-up.

Artist will make his/her best efforts to let guests know that parking is very limited, so guests should carpool from downtown Mill Valley. If anticipated attendance at a First Tuesday opening is expected to exceed 25 people, Artist and O'Hanlon Center will discuss the parking and transportation logistics, which might include adding a second

opening reception on another date for part of the Artists' guests. **Reception MUST end by 8:00pm.**