

Gallery Guidelines

at the Frisco Discovery Center
8004 N. Dallas Pkwy, Frisco, TX 75034
972-292-6651

PLEASE REVIEW CAREFULLY AS SOME POLICIES HAVE CHANGED

Artworks:

All mediums are considered for submission, although there is limited sculpture display space.

- Requirements for two-dimensional pieces include:
 - ❖ must be **ready to hang with wire installed** approximately 1/3 of the way from top of frame on the back (NO saw-tooth hangers). Wire should be tight with very little slack and securely fastened to the back of the frame.
 - ❖ must be **completely** compatible for secure installation with the Arakawa Cable & Rail Hanging System.
 - ❖ must be gallery wrapped, framed, or mounted on Bristol board or other heavy-weight matting.
- Artist (or arts group) is responsible for providing labels on cardstock and must include **title, name, medium, size, price, and artist's email address (if artwork is for sale)**.
- Approved three-dimensional pieces must be fully secured for hanging and/or artist must request or provide an appropriately sized pedestal in black or white.
- Subject matter of artwork will be reviewed by staff within the Cultural Affairs division to ensure that it is unifying, community-centric, and family-friendly since the Discovery Center is accessible to all ages.

Artwork Load-In/Load-Out:

- **Load-In:** The artist or organization must drop-off their pieces within a two-hour time slot at the Discovery Center staff as part of the contract. Cultural Affairs' professional staff will **curate** the show and layout the exhibition pieces along the gallery walls and will handle and hang the exhibition prior to the first day of the exhibition opening day.

Load in date and time: Sunday, **October 15**, 2023 from 12PM-2PM

Exhibition Dates: 10/18/23-11/11/23

- **Load-Out:** Art pieces must be picked up during the agreed upon date and time. Artist must sign-out at the office before retrieving artwork.

Load out date and time: Sunday, **November 12**, 2023 between 12PM-2PM

- The artist or a designated representative is responsible for signing out and removing any artwork on the load-out day.
- There is a loading dock on the south side of the Discovery Center. If you would like to utilize the dock for loading in/out, please let us know ahead of time.

Fees/Payment:

- A \$30 entry fee is due upon acceptance in the show. Payment may be made by check or card. Checks should be made payable to the “City of Frisco.”

Reception: Thursday, **November 1, 2023** from 6:30-8:30PM

Artists are welcome to invite friends and family to the public art reception on 11/1/23 from 6:30-8:30PM with live music, light refreshments, and awards announced at 7:45PM

Sales:

Discovery Center staff will forward any prospective buyer to the artist. **NO commission is retained on any sale.** Any artwork sold during the exhibition must remain on display at the Gallery until the load-out date.

Use of Images:

All artists/exhibitors agree that any image or artwork submitted may be used for marketing or promotional purposes directly related to the show, whether virtually or in a printed publication. Any images of artwork used will be credited to the artist. Artist retains copyright and all other rights.

Please keep in mind that the gallery is closed on Mondays to the public. Discovery Center Operating Hours are Tues-Thurs, 10AM-5PM, Fri-Sat, 10AM-7PM, & Sun, 12-5PM

I have read and agree to the above policies:

NAME: _____ **DATE:** _____