

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

Renting the Community Art Gallery:

Rental may be available in increments of 2-6 weeks, and may include one or both gallery spaces:

- The **Community Gallery** features neutral colors, soaring ceilings, a high volume of foot-traffic, contemporary design, and 186 linear feet of hanging space.

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 provide appropriately-sized pedestal in black or white.
- Subject matter of artwork will be reviewed by staff within the Cultural Affairs division since the Discovery Center is accessible to all ages.

Artwork Load-In/Load-Out:

- **Load-In:** The artist or organization must schedule a two-hour time slot with Discovery Center staff as part of the contract. The artist/group representative is welcome to **curate** the show and layout the exhibition pieces along the gallery walls. Cultural Affairs **professional staff** will handle and hang it prior to the first day of the exhibition opening day.

Load in date and time: _____ **Exhibition Dates:** _____

- **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: _____

- For group shows, the designated representative is responsible for removing any artwork not picked up by participants.

- 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:

- There is a \$325 **non-refundable** flat fee for art shows. \$100 of this balance is due within 14 days of signing your initial contract to reserve your exhibition dates.
- Hosting a reception is *optional*. Rental time **must** include **set-up** through **clean-up** at the rate of \$35/hour. If a scheduled reception is canceled at least 30 days in advance, the reception fees will be voided.
- Payment may be made by check or card. Checks should be made payable to the “City of Frisco.”

Reception:

Artists are welcome to hold an art reception for the public or host a private event by invitation-only. This may include a brief formal or informal gallery talk.

- If food is being served, contact the Health Department City of Frisco Health Department at (972)292-5380 or health@friscotexas.gov to make sure that they are following any City ordinances regarding food service.
- If alcoholic beverages will be served, the artist is responsible for contacting the Collin County office of the Texas Alcohol and Beverage Commission at (972)547-5099 to learn the requirements of serving/hosting alcohol.
- All food and catering must be approved by Frisco Discovery Center staff at least two weeks prior to the event, as copies of any permits required will need to be on file with the contract. If no permits are required, Discovery Center staff will need that acknowledgment in writing from the artist.

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 Frisco Art 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 and Tuesdays to the public. Discovery Center Operating Hours are Wed-Fri, 10AM-5PM, Sat, 10AM-6PM, & Sun, 12-5PM

I have read and agree to the above policies:

NAME: _____ **DATE:** _____