

# GROUP CURATION GUIDELINES

## PROPOSALS DUE MARCH 8, MIDNIGHT

Group Curated Exhibit availability:

TXST-RR, 1555 University Drive, Round Rock, Texas

- Sat., Jun 13 - Drop off, 1:00 pm -3:00 pm
- Fri., Jun 26 - reception if desired by the group(s) participating, 6:00 pm – 8:00 pm
- Sat., Sep 12 – Strike, 10:00 am -12 Noon

The Downtowner Gallery, 231 E. Main St, Ste 160

- June 28 drop off 4:00-6:00 pm– August 30 strike 4:00-6:00 pm. Reception date (optional) negotiable.

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Round Rock Arts (RRA) is accepting proposals from groups of artists, non-profit and for-profit art organizations and collectives (Curator) that wish to collaborate with RRA for the placement of visual art in the Downtowner Gallery (Downtowner) or Texas State University-Round Rock (TXST-RR) publicly funded galleries. We do not accept proposals that exhibit works created by a sole artist.

Proposals are due on March 8 at midnight. You are requested to complete the proposal form located after Appendix A. Please do not create a different proposal. Follow the proposal order and provide all of the order requested in the order that it is placed.

You will be notified by March 22 if your proposal has been approved.

Before starting the proposal process, please read these Group Curation Guidelines (Guidelines) thoroughly.

### A. Round Rock Arts will:

1. Provide access to The Downtowner or TXST-RR.
2. Coordinate with applicant the basics of the exhibit, including:
  - Verifying that the space requested can accommodate the total width (plus room for placement of open space between works) of work requesting to be hung
  - Announcing in advance the dates that are available
  - Setting dates with Downtowner and TXST-RR for intake and pick up of works
  - Informing the Curator of the date that RRA (Downtowner) or staff (TXST-RR) will be taking in the art
  - Setting a date for the optional reception in the Downtowner which is planned, managed, and funded by the organizational Curator
  - Setting the date with TXST-RR when it is available to assist with set up for a reception at TXST-RR. If there are more than one gallery exhibit occurring simultaneously at TXST-RR, they may choose to share in the planning of the optional reception during the time announced in this Guideline.
3. Ensure compliance with venue restrictions (including art content/subject matter), safety of the art construction and framing, and signed agreements and waivers. RRA reviews images of work to be included in both locations. Artwork is hung in publicly funded locations. The facility hosts require that the art is family friendly, including not showing **most** forms of nudity, guns, drugs, violence, alcohol or tobacco abuse. RRA reserves the right to decline artwork.

## GROUP CURATION GUIDELINES

4. Ensure compliance with Round Rock Arts requirements for the display of the art (framing, pedestals, etc.). The requirements are found in Appendix A. They are the same requirements found in most of our calls for art.
5. Charge a hanging fee of \$10 per piece, the total paid in full a week *prior to* the check in of the art. There are no hanging fees for items placed in existing display cases or cabinets found at Texas State University-Round Rock, Avery Building, on the 4<sup>th</sup> floor. There are NO hanging fees for placement of pedestals provided by the artists.

We place the labels you create for each piece after the show is hung.

These fees allow RRA to sustain its mission to organize and manage art exhibits and galleries for area artists and to cover costs that promote art and artists in the greater Round Rock area, such as maintenance of the website, social media, staffing, RRA sponsored gallery events, and the costs of printed promotional pieces related to galleries.

Note that we do not ask for commissions for works sold through calls for art that are not related to store sales or group curated shows. There may be commissions for work sold in the Downtowner Gallery, however. This is also in transition as of February 3, 2020. The board will decide at its February 20 meeting. A decision will be posted on the webpage and Facebook following that meeting.

6. Provide at least one RRA volunteer on the days of check in, check out, and reception (if the latter is provided by the Curator(s)).
7. Communicate with your assigned main contact to ensure consistency in messaging and help the RRA and Curator contacts learn the process.

### **B. The Curating group of artists, organizations, or collectives will:**

1. Not submit a proposal if your organization was in the same gallery you are requesting the prior calendar year.

#### 2. SCHEDULE

Follow the schedule that will be provided by RRA upon approval of your proposal. TXST-RR has less flexibility due to complex scheduling of space and staff for check in set up and subsequent hanging of works. Likewise, they may also reschedule if it is required by the TXST System. The Downtowner hosts workshops and other events which have priority. *Your assistance with this critical element will ensure that we maintain a good relationship with our partner gallery owners and our volunteers who arrange their time to assist you.*

#### 3. PAYMENT OF HANGING FEES

1. Provide a final count of pieces two weeks before check in as well as the images noted earlier. You will be invoiced for that number. The number of pieces hung is firm. We will invoice you immediately. The notification due date will be on the schedule. If you are unsure of the content, please send questionable images at least a week prior to this two week requirement in case the piece reflected in the image is declined.
2. Pay for the hanging fee a week PRIOR to works being checked in. The invoice will be due upon receipt and sent through PayPal. The payment due date will be on the schedule.

## GROUP CURATION GUIDELINES

- a. Please do not leave a check at the Downtowner Gallery and do not mail it to the Downtowner Gallery address. There is about a 30% chance that we'll receive it in a timely manner, if at all. The Gallery is not open Monday-Tuesday and does not open until noon the rest of the week. The mail carrier is downtown in the morning.
  - b. Please pay by credit card upon receipt of the invoice or mail a check to PO Box 5981, Round Rock, Texas 78683-5981 in time to meet the payment deadline. We prefer credit card payments as we have more reliable payment tracking.
  - c. You are only paying for works that are HUNG. If any other assistance is needed, such as RRA providing a pedestal, the \$10 hanging fee will apply.
4. Ensure that the proposal is not for a solo show as it will be not be considered by RRA. The focus of RRA is community art representing a variety of artists. A variety of artists and styles is celebrated.
  5. Provide credit to TXST-RR or the Downtowner Gallery for hosting your event in your publicity and printed documents related to the show.
  6. Provide credit to RRA for facilitating the acceptance and hanging of your works in your publicity and printed documents related to the show.
  7. Provide labels for each work, including a small tagline on the label that states in small print, under the organization or collective name, Facilitated by Round Rock Arts or includes a small RRA logo in a bottom corner of the label. The placement and appearance of such notice or logo will be approved prior to your printing of the labels.
  8. Optional: Provide a product list. This is ideal for The Downtowner. Provide copies if we run out. We currently print 200 copies double sided (one sheet of paper) and that is usually sufficient unless there is a large reception attendance.
  9. Communicate primarily with your RRA contact, who is responsible for the tasks outlined in A above and assisting you with the stated responsibilities in this section B. This saves time in verifying information and minimizes your receiving conflicting information. You will have an email address and phone number for your main contact.
  10. Provide RRA with the final draft check in sheet for art for RRA approval of artwork two weeks prior to the check in of the show. That document should include:
    1. A 2 x 2 picture of each work included in the exhibit
    2. The name of the artist and phone number (for day-of contact)
    3. The title of the work
    4. Size of the work (width x height x depth)
    5. Any special hanging instructions or placement (pedestals you are bringing, display cases at TXST-RR).
    6. Clearly identify the number of pieces to be hung (and reimbursed to RRA), and the number of pieces that are coming with pedestals or the Curator has established can be placed in or on existing cabinets on the fourth floor of TXST-RR.

## GROUP CURATION GUIDELINES

11. Support the decision of the RRA volunteer to eliminate a piece at the time of check in if the art does not meet the RRA or hosting institution limitations or is not the work as provided through images by the Curator prior to check in as discussed in B.10 above.
12. Work with the RRA representative during check in the work of the selected pieces described in B.10 above
13. Check out the art in the gallery at the close of the show.
14. If hosting a reception at TXST-RR, note the time that has already been negotiated with TXST-RR. You will be responsible for set up, refreshments, disposables, and cleanup of the space. Alcohol is allowed at TXST-RR, but your organization will need to pay TXST-RR for two police officers from the time you arrive to the time you leave the building. This is why we no longer serve alcohol. It is very pricey.
15. Submit your proposal on the proposal form provided following Appendix A. We will not evaluate proposals not completed on this form. If you would like a Word document, please email us for that at [ragalleries@roundrockarts.org](mailto:ragalleries@roundrockarts.org) no fewer than 7 days before the proposal submission period closes.

### GALLERY DESCRIPTIONS IN TXST-RR AND THE DOWNTOWNER GALLERY

#### Texas State University Round Rock Campus- Avery Building

The number of pieces indicated for each large hall and smaller hallways assume an average width of 30 inches framed and a suitable distance between pieces to allow for labeling. It does not include double hung pieces, significantly smaller or larger pieces, or items placed on pedestals or display cabinets. The walls surrounding the atriums on the 4<sup>th</sup> floor are high, and pieces with a 72" height would show well in this space. A height of 52" framed is best for the side halls.

***Building Level 4:*** This level includes the atriums on both the north and south side of this floor. It also includes one hallway (west side).

Both atriums: 56 pieces total. One hallway: 22 pieces

***Building Level 3:*** This level includes an atrium on the north side of the building only. It also includes two hallways (west and east side):

One atrium: 34 pieces. Two hallways: 22 pieces per hallway

Pedestal limitations: Pedestals are limited to the administrative area on the 4<sup>th</sup> floor. About 6 pedestals can be accommodated, depending on the size of the works and pedestals. We strongly suggest that you visit the site, take pictures, and bring your 3D artists with you so there are no surprises!!!

## **GROUP CURATION GUIDELINES**

### **Downtowner Gallery, 231 E. Main St, Ste 160**

This is a small gallery which includes workstations for RRA, the City of Round Rock Gallery and Events staff, and a volunteer. Workshops also inhabit the space. The space is owned and managed by the City of Round Rock.

There are 50 linear feet of hanging space. The space is broken up into a 30-foot wall and a 20-foot wall. The two walls meet in a corner. The advantage of the Downtowner Gallery is that it is downtown, which is open to a more diverse clientele. On occasion, special events are held on Friday and Saturday evening, bringing in additional visitors. Two-three pieces per month are sold out of that gallery, with a history of art priced at \$25 to \$5,000 since August 2019.

There is a limit of 40 separate hung pieces as that includes the amount of hardware RRA has on hand for that space. However, 28 is the optimum number of pieces that can hang on the walls, assuming a 24-28 inch width and adequate spacing for labeling and any promotional signage. The overage can be hung from free-standing panels. Shared space with the Workshops limits the number of free-standing panels that can be used in the space. The height of the ceiling is 9 feet. We suggest that the pieces are no higher than 60" high (five feet) to allow 2 feet above and 2 feet below for hanging.

Pedestals: As noted in Appendix A, the Curator is required to provide all pedestals. There is no fee for placing work on the pedestals provided by the Curator. Fees relate only to hung work, which requires significant volunteer (Downtowner) and staff (TXST-RR) time.

# GROUP CURATION GUIDELINES

## APPENDIX A: PREPARATION OF ARTWORK

Includes the framing, hanging, and pedestal requirements of our galleries. We encourage each of you to visit the two galleries in advance to see the hanging systems used, sizes of the space, cabinetry (TXST-RR), parking, etc.

### 2D WORKS AND PHOTOGRAPHY

#### *Dimensions of 2D work:*

Review the galleries' dimensions and discussion of maximum heights and widths discussed previously to identify works best represented in each location, and in the case of TXST-RR, in each of its galleries. WE STRONGLY SUGGEST THAT YOU TAKE THE TIME TO VISIT THE LOCATIONS BEFORE SUBMITTING A PROPOSAL! Our volunteers will not have the availability to double check lengths, widths, etc.

Each piece weighs 50 lbs or less.

#### *Framed work*

All framed work must be clean, stable, and in good repair. Cracked frames or gaping joints or frames with broken glass will be rejected. See the "Wiring and hanging" instructions below in this section.

#### *Glazing:*

All works on paper or fragile surfaces must be framed and under protective Plexiglas or glass. Plexiglass is REQUIRED for any painting larger than 24 inches on any one side. Paintings that meet this restriction that have glass instead of plexiglass *will be rejected*.

#### *Unframed stretched canvas:*

Canvas must be at least 1.5" minimum depth. 3/4 inch canvas is not acceptable unless framed: The unframed canvas must be fully wrapped. The sides must be painted or finished. No staples will be visible. Follows the same hanging requirements described below under "Wiring and hanging"

#### *Cradle board:*

Shall be at least 1" minimum depth: Painted, stained or original unpainted sides. All Cradle boards must be clean and in good repair. Follows the same hanging requirements described below under "Wiring and hanging"

#### *Metal and similar solid hard substrates:*

May be printed or painted on metal or similar solid hard substrates without a frame. The artwork must be hung on wire with fasteners that can support the weight of the work and meets the weight limitations of 50 lbs.

#### *Wiring and hanging:*

All 2D work, other than metal and similar hard substrate, have specific wiring requirements. Wiring and hanging for some 3D pieces may be able to follow these directions.

1. Sawtooth hangers are never accepted as they will not fit on our (and most) gallery hanging systems.
2. Must have D-Rings and picture wire that can support the weight of your work. The requirement for D rings or better and wiring are required for all hung work with the following exceptions:
  1. Metal or similar solid hard substrates
  2. Certain works described in the section on 3D, Fiber, and mixed media.

## GROUP CURATION GUIDELINES

3. 3D, fiber, mixed media: Eye rings may ONLY BE USED with fiber hung on dowels or rods ONLY IF the eye rings have NOT split the dowels or rod.
3. Wire should be slightly taut, with minimal slack, *so that art will hang flat to the wall*. Test this to ensure that your wonderful work hangs properly. It is not to your advantage to have a work hanging from an angle on the wall and we will not have time or volunteer resources to “fix it.”
4. The following video provides information about the types of wiring and attaching rings we require.
  1. *How To Tie\_Wire\_On\_Picture\_Frames*
5. Work will be turned away if it does not meet the hanging requirements or if we cannot fix the hanging problem. A \$5.00 charge will be required, paid in cash or check, if RRA volunteers repair/replace the wiring. RRA volunteers will not be held liable for any damage resulting from this rewiring. We encourage you to correctly wire your works before you come to the campus to avoid this fee or rejection of your work.

### ALL OTHER WORK (3D, FIBER, MIXED MEDIA, ETC.)

#### *Dimensions of 3D work:*

Please visit the galleries to determine the sizes you will ask of your artists.

Will weigh 50 lbs or less (not including pedestal).

#### *Pedestals*

Pedestals for display must be provided by the artist. Art placed on pedestals must be set in place by the artist under supervision. The pedestal/stand must be able to safely hold the piece for the entire time it is on display. This includes being sturdy enough to not fall apart and designed so it does not easily fall if someone bumps into it. TXST-RR is limited to about 6 pedestals depending on the size of the pedestals and the works. The Downtowner Gallery may be able to place 3-5 pedestals depending on the size and placement as well.

#### *Hanging*

If 3D artwork is to be hung on the gallery hanging system, each part of multi-part works must be labelled and include a diagram for hanging or assembly on each part (when not being placed by the artist). 3D artwork that is hanging must be stable and safe, and shall not exceed 50 lbs. Works that will be hung but cannot use the wiring method shown in the video referred to under 2D, such as fiber art and some other forms of 3D, must be supported by a dowel or similar alternative, or have either grommets or wire for hanging, and must hang flat without curling up. No sawtooth hangers accepted. Supports must be stable and in good repair, and able to hang without breaking over a two month period of time.

Display cases are available for fragile and small pieces at TXST-RR only. Space is limited.

## PROPOSAL

# PROPOSAL FOR GROUP CURATION WITH ROUND ROCK ARTS 2020

USE THIS FORM OR ENSURE OTHERWISE THAT INFORMATION IS PRESENTED IN THE ORDER OF REQUESTED INFORMATION IF ANOTHER PROGRAM IS USED

Due March 8, 2020, Midnight  
rrgalleries@roundrockarts.org  
Submit in Word for PC or PDF format

### **Name of the group submitting this proposal:**

If this is not a submission from an organization, please give your collective some name for advertising purposes.

### **Mailing Address of key contact through the process:**

### **Website and other social media presence:**

### **Title of the proposed show**

### **Proposal contact information:**

Person able to respond to questions about this proposal:

Phone number where a message can be recorded:

Email that is checked regularly:

Text number that is checked regularly:

### **Your Group's Curator for this event. Please, only one contact name:**

Curator's name:

Phone number where a message can be recorded:

Phone number answered during check in, check out, receptions:

Email that is checked regularly:

Text number that is checked regularly:

### **Person who will pay the invoice within the time frame required:**

Treasurer/ bookkeeper/ Individual member of the group:

Phone number of the person responsible for payment 2 weeks before drop off:

Email that is checked regularly:

Text number that is checked regularly:

## **ABOUT YOUR PROPOSED EXHIBIT**

### **A. Brief description of the works being presented:**

### **B. Names of artists participating in this exhibit:**

### **C. Describe any experience your organization or cohort of artists have in pulling together a show and the ability to meet the deadlines noted throughout the Group Curation Guidelines section of this proposal packet:**

## PROPOSAL

**D. Discuss your ability to pay the hanging fees. Remember, 50 works = \$500. We charge by the number of works hung, even if it includes hanging some pieces on a shared wire. These are some of the more time consuming pieces to hang due to distortion based on different weights and sizes of items placed on a shared wire. You may wish to get together with other like-minded organizations and create a larger presence. However, we work with only one curator.**

**E. Discuss any requirements other than hanging artwork for some of the works, including pedestal placement, cabinets, etc. Please review the capacity of these elements in Section B that discusses what is offered in both galleries.**

**F. Downtowner gallery applicant, only: Discuss your desire, if any, to have a reception and proposed dates.**

### **DESIRED GALLERIES** (refer to dates on page one of the guidelines):

Please select spaces that reflect the size of your proposed exhibit. A 20 piece collection will not be placed in the Level 4 atrium that holds 50 pieces. If you have more than 50 pieces, select the Level 4 west hall gallery, the third floor hall galleries, and the 3<sup>rd</sup> floor atrium until you have identified all the spaces you need. All galleries can hold up to 125 pieces comfortably.

### **TXST-RR**

- Level 3: One atrium available
- Level 3: Side hall west
- Level 3: Side hall east
- Level 4: Both atriums (about 50-55 pieces required)
- Level 4: Side hall west
- Not interested in submitting to TXST-RR

### **DOWNTOWNER GALLERY**

- Single space as described in the guidelines above
- Not interested in submitting to the Downtowner Gallery

### **IMAGES**

Include images of one representative work for each artist involved in the show. They should be added after the signature page accepting responsibility. For a large cohort, provide at least 25 photos that you think represent the bulk of what you wish to include in the show.

We do not expect that the images represented in the proposal will be for the works submitted for review prior to check-in, but we do request that the types of work reflected are what each artist intends to bring. Ultimately, it is up to you, the Curator, to put your show together that reflects the title of the show and is attractive to the patron and our partner galleries. It is our responsibility to ensure that all art meets the requirements of our gallery owners in terms of size, weight, dimensions, safety, and family values. If we view an image as borderline in “family values,” we ask our gallery owners to decide on inclusion.

# PROPOSAL

## 5. AGREEMENTS

### **Originality:**

In consideration of the opportunity to display our work to the public, and other good and valuable consideration, the adequacy and sufficiency of which is hereby acknowledged, I assure that all artists exhibiting their works are the creators of the works they are showing in our group curated exhibit. As the representative of the group, I acknowledge that RRA reserves the right to accept or deny any submission with or without cause.

### **Promotion and publicity:**

I grant RRA permission to publish in all media our group's name, the artists' names and images of artwork in our exhibit for use in promotion through print media, television, and the internet. I further allow RRA to release such information to other persons and entities. Artists' names will be noted on pieces that are used by RRA or other persons or entities.

### **Responsibility:**

I, as the representative of our group curated exhibit, understand that RRA and its partner gallery sponsors do not assume responsibility for loss or damage to the artworks in our group exhibit or the loss or damage to frames or glass, no matter how sustained. Reasonable safety and electronic security precautions are in place to provide added protection of our artists' works. I also understand that RRA strongly recommends that our organization (if applicable), I, and our artists carry our own personal or organizational property insurance. Current partners include Williamson County (Jester Justice Center), the city of Round Rock (The Downtowner Art Gallery), and Texas State University- Round Rock Campus.

I understand that work in our exhibit may not be removed from the gallery until the pick up date. It is my responsibility, as the group curator, to notify my RRA assigned contact, in writing or by email, of a third-party pick-up of any changes to the person from my group responsible for working with RRA staff during check in or check out of artwork.

### **Sales of Artwork:**

I understand that RRA does not handle transactions of sales. RRA will inform the artist if a buyer is interested in purchasing a work and the artist and buyer will complete the transaction. I also understand that if a piece is sold, the piece remains in the gallery until the end of the exhibit.

### **Waiver of Liability**

Once I submit this proposal, I, as the appropriate organizational representative signing the agreement below, certify that all of the artists involved in this show, their heirs, successors, and assigns, shall indemnify and hold the RRA and appointed officers, volunteers, employees harmless from any and all claims, costs and liabilities for any artwork damage, personal injury, death, or other property damage which is the result of handling and displaying the artwork at The Downtowner Art Gallery, Jester Justice Center, or Texas State University-Round Rock. Our partners' employees or contractors are likewise held harmless from any and all claims from the artist, heirs, successors or assigns from any artwork damage, personal injury, death, or other property damage, and related costs and liabilities, which is the result of handling and displaying the artwork.

- I, my governing body (if applicable), and the artists participating in this proposed exhibit have read and agree to the Agreements reflected above and all other information provided in this proposal packet.
- I, the artists, and my organization's representatives (if applicable) understand the importance of adhering to the due dates reflected in this proposal packet.

Signature of person legally responsible for signing this document:

Print name and title of signatory (if applicable):

**REMEMBER TO ATTACH PHOTOS!**