City of San Mateo
Art Galleries Exhibition Application Guidelines

Gallery space is available to display the work of local San Mateo County artists at the San Mateo Public Library's Gallery at the Main Library and at City Hall. Annually the Art Selection Committee extends an invitation to artists to submit their artwork for consideration for future exhibits.

The Committee seeks art that represents the diversity of our community and varied artistic styles and mediums. Priority is given to local artists. Potential hanging exhibitors must have a minimum of fifteen (15) pieces available to hang for the duration of a six-week exhibit period. Group exhibitors are also encouraged to apply. We are also looking for small to medium size 2-D work up to 48"x 48" and small 3-D artwork for display cases at both City Hall and the Library. Art pieces may be available for sale, but that is not a requirement for exhibiting.

To apply, please follow these guidelines:

- Mail (or deliver) the following:
  1. Completed Exhibitor Request Form (next page)
  2. CD with up to 10 JPEG images (digital photo files) (min 500x500 pixels, max 2048x2048 pixels)
  3. Send a Self Addressed Envelope if you want your CD returned to you

- Artists will exhibit for approximately 45 days during 2012 – 2013. You may request a preferred location or month for your exhibit, but we cannot guarantee a specific month/location as we need to balance the scheduling of artwork by medium.

Space Available: We encourage artists to visit and preview the spaces.

- **San Mateo Main Library:** Gallery area adjacent to the Meeting Rooms on the First Floor. The total space is 61 linear feet on two walls. The 2nd Floor display case is H 27"X W 34" X L 90".
- **City Hall:** Gallery area located in public hallway between Main Entrance and the Council Chambers. Total space is 68 linear feet on two walls.
  Two locked glass display cases H 56"x W 18" x L 46" with 12" shelves are also available.

- These are public spaces visited by people of many cultures and nationalities, and of all ages. We reserve the right to not exhibit work that we deem unsuitable.

- We reserve the right to invite artists who do not apply, and to NOT select an artist through this application process.

- Artists are responsible for their own installation and removal of art work. There is no storage for packing materials.

Liability
Please be advised that every reasonable precaution will be taken during the exhibition of your artwork, but the City of San Mateo, their officials, officers, employees or volunteers do not assume responsibility for loss or damage that might be incurred during this process. All work needs to be of substantial enough nature to withstand these procedures. We encourage each artist to carry their own insurance.

Submission Deadline is Wednesday, October 12, 2011 at 5:00 pm
Artists will be notified in November if their work is accepted for exhibit.

Questions
Contact: Debbie Goldman 650-522-7811
smpgallery@cityofsanmateo.org

Send or deliver application to:
Art Exhibit Selection Committee
San Mateo Main Library, 3rd Floor Administration Office, 55 West Third Avenue, San Mateo, CA 94402

City of San Mateo Art Galleries
Exhibitor Request Form

Name :	Phone: ( )
Email: E-mail is our preferred method for contacting potential exhibitors.	
Address City: State: Zip code:	

Preferred Exhibit Location: ___ Main Library ___ City Hall ___ No Preference

Have you exhibited before? ___ Main Library ___ City Hall

Preferred Month: Rank 1 – 3, with 1 as first choice. If there are any months you will not be available to exhibit, please mark with an **X**

Jan___ Feb___Mar___Apr___May___June____July___Aug___ Sept___ Oct___Nov___Dec___

Artist Statement (100 words max)

List of Images Submitted on CD (minimum of 5 required, not to exceed 10)

#	Title	Size (H x W)	Medium
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

In lieu of submitting a CD, you may provide the address for your website, but please reference above which specific works on your web site you want the committee to view.

Website address: _____