

# City of San Mateo

## Three-Dimensional Exhibition Application Guidelines

Exhibit space is available to display the work of local San Mateo County artists at the San Mateo Public Library's Display Case at the Main Library and at City Hall. Periodically, 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. Group exhibitors are also encouraged to apply. We are looking for small 3D artwork for our display cases for the duration of an eight-week exhibit period. Art pieces may be available for sale, but that is not a requirement for exhibiting.

### To apply, please follow these guidelines:

- Email to [nchwee@cityofsanmateo.org](mailto:nchwee@cityofsanmateo.org) (or deliver to the Administration Office at the Library) the following:
  1. Completed Exhibitor Request Form (next page)
  2. A website address with 7-10 images listed **OR** a CD or flash drive with 7-10 JPEG images
- Artists will exhibit for approximately 8-16 weeks during the year. You may request a preferred location or month for your exhibit, but we cannot guarantee a specific location/month as we need to balance the scheduling of artwork by medium. Work will be exhibited during 2023 and 2024.
- Artists can show at both City Hall and the Library (**preferred**—16 week total) or choose one location. The exhibit is eight weeks at each location.

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

- **San Mateo Main Library:** The 2<sup>nd</sup> Floor display case is H 27" X W 34" X L 90".
- **City Hall:** Two locked glass display cases H 56" x W 18" x L 46" with 15" 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: **July 20, 2022, at 5 PM**

Artists will be notified in October if their work is accepted for exhibit.

### Questions

Contact: Noreen Chwee  
(650) 522-7811  
[nchwee@cityofsanmateo.org](mailto:nchwee@cityofsanmateo.org)

### Send or bring application to:

San Mateo Main Library, 3<sup>rd</sup> Floor Administration Office, Art Exhibit Selection Committee,  
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    \_\_\_ **Both (Preferred)**    \_\_\_ No Preference

**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 (minimum of 7 required, not to exceed 10)**

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

In lieu of emailing JPEG images or submitting a CD/flash drive with JPEG images, you may provide the address for your website, but please reference above the specific works on your website you want the committee to view.

**Website address:** \_\_\_\_\_