



# OAKOPOLIS Creativity Center

447 25th Street, Oakland, CA 94612 • oakopolis@gmail.com

PR Person: jancamp@sbcglobal.net      Audio/Visual: minton.james@gmail.com

Point Contact: Cory Gunter Brown, oakopolis@gmail.com

## **GALLERY, CURATOR, AND ARTIST RESPONSIBILITIES:**

- The Gallery provides a Point person for assistance, and a PR person for e-mail promotion to the press and the general regional public. The Gallery Point or Curatorial Committee must see and approval all work before installation. The Point person will oversee refreshments.
- Artist/Curator agrees to provide e-mail mailing list, images, bio, and statement to the PR person at least 2 (two) months before the show. (The PR person can assist with this material.)

Jpeg Images: Long dimension 6 inches, 72ppi, #6 quality. Hi-res are also useful for publicity.

Include a personal/show statement which will help the viewer understand the artwork.

Provide Excel, text, or vCards mailing list. Contact the PR person for assistance.

Artist/Curator agrees to hang/stage all work in the time frame listed below, assisted by the Point.

Artist/Curator is responsible to provide labels for the artwork: title, size, medium (price if desired). Gallery agrees to direct all sales to the Artist or Artist's Representative.

- Artist/Curator agrees to attend the entire Art Murmur reception (first Friday, 7 to 10 p.m. Gallery will be open on Saturday from 2 to 5 and by appointment.
- Gallery reserves the right to photograph the work for promotion and archive. If Checked , gallery agrees to discourage the practice of viewer photographs.
- Artist/Curator agrees to take down the show in the time frame listed below for take down.
- Please see the TECH SPEC document for equipment, pedestals, and A/V assistance, and the FLOOR PLAN for gallery dimensions and electrical access.
- Contact James Minton 1 month prior to show for any sound, technical support, or electricity needs/use.
- Gallery does not provide insurance for the Artist's work but does provide a space that is well supervised and locked when not in attendance.

*Due to chemical sensitivity of OCC staff members, Artist / Curator agrees not to use toxic vapor-emitting paints, glues, or any material that displays a label warning about hazardous fumes within the Oakopolis building. Works that have been treated with such chemicals must have dried and ceased off-gassing before they are brought into the building. We recognize that artists may have become accustomed to working with such chemicals, so please check labels before use.*

\_\_\_\_\_  
Artist signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OCC Curator signature

\_\_\_\_\_  
Date

Gallery closed Tues & Wed. Available Mon,Thurs,Fri,Sat,Sun, 11 to 6 pm. Open Sat 2 to 5 pm.

Timing: Residence:

Installation: Open: .

Strike: