



OAKOPOLIS Creativity Center

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

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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 approve 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 max, 72ppi, #6 quality.

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

Provide Excel, text, or vCards mailing list. Contact Jan at e-mail above for assistance.

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

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, 6 to 9 p.m. Gallery will be open on Saturday from 1 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 request assistance for equipment, pedestals, and A/V needs. The FLOOR PLAN for gallery dimensions and electrical access may be downloaded from our website.
- Please discuss music preferences with Tenaya in advance of the opening.
- 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

Hang Installation:

Show Dates:

Strike /Take Down: