

information for artists to exhibit at southampton town hall:

- this is a wonderful opportunity for each of our members to have a "one person show" with no costs involved and a guaranteed audience of the many people who work in town hall or visit for business. the folks at town hall have been very appreciative of these shows and honestly, don't quite know how they lived with all those bare white walls for so many years! i encourage every member of the southampton artists association to sign up. please read all of the information below carefully. i believe it will answer all of your questions regarding our "art in town hall" program. thank you.

- you must sign the contract provided by town hall. we (at saa) have reviewed the contract and find it a standard document of this type. you will find the contract below these information pages to be printed out and filled in by you. you must then take it to town hall in advance of your show. you should see the staff in the supervisor's office. if you are not able to print out the contract, they will have a copy. you will sign the contract in front of the notary at town hall (no charge for the notary) and it will then be signed by the supervisor. **if the contract is not fully executed before the day of your hanging, you will not be allowed to hang your art. this is a requirement of the town of southampton, not the saa. there is no way around this rule. it is your responsibility.**

- exhibits will be in the main hallway space on the first floor of town hall (there is a rough schematic of the hallway at the end of these pages.) and also one wall about sixteen feet long on the second floor hallway. please bring enough work for both spaces. the exhibits will be one-person shows that will hang for a calendar month. the shows change on the last weekday of the month. this means that you are needed to hang your show on the last day of one month and come to collect it on the last day of the next month (there is no storage space available to us in case you cannot pick up your paintings.). please do not sign up for a month unless you are 100% sure you will be available. if you sign up for a particular month and are a no-show (with no good reason, ie; illness), you will not be allowed to show in this space again.

- **you must have a current and active email address that is regularly checked and email that is responded to in a timely manner.** this is a new rule (beginning in 2014) due to many issues that arise when people do not have an email address or respond to their emails.

- we also have a separate exhibition space for a different artist from the main exhibition space, located in the supervisor's reception office on the second floor. there is room for one extra large painting and/or about 4-6 medium sized paintings. in order to exhibit your work in this space, prior approval of the work by the supervisor is required. no other offices in town hall will be accepting artwork.

- **no prices are allowed on your artwork.** you may put labels on each of your paintings with any and all information you care to, except for prices! you may leave a contact number, email or website address on your paintings. you may leave business cards with your exhibit. there is an 8 1/2 x 11 inch frame available for use for a bio or list of titles and one plexiglass brochure holder. the town of southampton will take no commission from any sales that result from these shows. but this is a public building and prices will not be allowed in the exhibits.

- because this is a public space, all art exhibited must be "appropriate" -- non-political, non-religious, non-sexual, non-controversial. there is no jury approving or judging the art that is to be hung, this is for you to decide.

- you are encouraged to take photos of your exhibit to be posted on the southampton artists association website and facebook page. you can find this page directly on facebook or by going to southamptonartists.org and clicking on the "find us on facebook" link on the homepage.

- if you decide to send out a press release about your show, this is your responsibility. you should use your own phone number or email address as the contact person. town hall hours (and times for the exhibit to be open) are normal business hours, 9:00 to 5:00.

- if you decide to have an artist's reception or "meet the artist", this is also your responsibility. there is no alcohol served in town hall. you will be able to hold a reception on one day during the month when your paintings are on exhibit, from 4:00 to 6:00 p.m. to be coordinated with the town hall building staff. you will be allowed to set up a small table with non-alcoholic beverages and foods that will not make a mess (cookies or crackers; no drippy dips and salsas, etc.) you will be responsible for cleaning up and leaving the area as you found it. you might consider a simple "meet the artist" (no food or drink) so that town hall employees can at least meet the artist behind the works.

- these exhibits are open to all local artists, not just saa members. if you have friends or know of other artists who might be interested, please have them contact me, robbgold@aol.com.

- finally, i have a sign-up sheet. we are currently booked many months in advance. sign up will be on a first-come, first-served basis, so let me know asap, robbgold@aol.com.

basic information once you have signed up to exhibit

- it is very helpful to visit the space. since this is a public building you are permitted to walk around during normal business hours. you will be able to see the current exhibit that we have hanging in order to get an idea of what is possible.

- once again, you must have a fully executed contract in order to hang your work. you may have this done at any time before your show is scheduled to be hung. do not delay this process in order to be sure that all the necessary parties are available to sign. the staff in the supervisor's office will be able to help you with this procedure. if you need to phone the supervisor's office before you head over there, it is 631-283-6055.

- you will receive a reminder email about a week before your show is to be hung and/or taken down. we will be hanging and taking down exhibits on the last weekday of each month.

- on the day you are scheduled to hang your show, please arrive at town hall at noon. you may park in the "no parking" spot that is directly across from the main door of town hall. first, the person who is taking down his/her show will park there until his/her work is loaded. and then the person who is hanging his/her work will pull in and unload his/her work. once the work has been removed from the vehicle, it must be reparked in a regular parking spot.

- the staff at town hall is available to help you load or unload your vehicle. there are hand carts available to those of you who have larger works to unload on a case-by-case basis (you may need to park in the back of the building if a hand cart is needed, to avoid the steps in the front of town hall and have access to the elevator.)

- in early 2012, a new hanging system was installed at town hall in the two hallway exhibition spaces. the cables, rods and hooks necessary for hanging will be available from the office of peter gaudiello in the building management office in the basement of town hall. the staff at town hall will be available to help hang your work. you need not bring any tools. **please make sure that each painting is wired properly and ready to be hung.**

- you may decide to put labels or business cards on each of your paintings. you may attach them to each painting as you see fit. labels will be permitted directly on the walls if they are of the type that will not damage the walls, but it is recommended that the labels be affixed to the paintings in one way or another.

- any questions or to sign up for a month to exhibit, contact robbi goldberg at robbgold@aol.com or 631-288-1930. in case of a problem on the day of the show, my cell phone is 516/647-7369.