

ART EXHIBIT GUIDELINES AND POLICIES

SELECTION OF WORK FOR EXHIBIT

1. Exhibits at Embarcadero Center are conducted under the auspices of Boston Properties Limited Partnership. Exhibit facilities are offered by invitation of the Embarcadero Center Exhibition Committee. Miki Viray serves as the exhibit coordinator and primary contact person with the public. Boston Properties reserves final approval of any committee recommendations.
2. The Exhibition Committee meets several times a year to select work for exhibition, based on the availability of display space.

Artists must submit representations of their work. Color printouts or JPEGs sent via email or in a CD are strongly preferred, but photographs are acceptable. Artists should submit no fewer than 5 and no more than 12 images in clear protective sleeves, with the artist's name clearly visible on *each* image. After initial review, the committee may request that the artist submit actual samples. The committee will determine the specific pieces to be exhibited, the duration of the exhibition, and its location with the Embarcadero Center, but will attempt to accommodate an artist's preferences. The committee reserves the right to select individual works to show with the works of other artists or may provide the opportunity for a one-person show.

3. The Exhibition Committee shall decide on the suitability of any art, its framing or support structure, and any visual or written material that might accompany an exhibit. The committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the committee is mindful that all segments of the artistic community the display areas.

Specifically, the Exhibition Committee seeks to satisfy the following objectives in selecting and developing exhibitions:

- To represent a variety of exhibitions by local artists in the visual and literary arts;
- To help local artists increase their public exposure;
- To promote the Embarcadero Center and its involvement in the artistic and cultural communities of San Francisco.

Residence in the Bay Area is not required but may be considered in the selection process. Works of art may be offered for sale, but this is not a requirement and will not affect committee decisions.

4. If a submission is not selected for exhibition, artists are invited to submit new work after one year.
5. Embarcadero Center and Boston Properties support freedom of expression provided it is suitability for a class A office and retail space.

For questions, call the Miki Viray at 415.772.0753.

ART EXHIBIT GUIDELINES AND POLICIES

POLICIES OF EXHIBITION

1. Works of art may be offered for sale at prices established by the artist. The artist is responsible for conducting the sale of any work directly with the purchaser, not through Boston Properties. Works not available for purchase must be clearly designated "NFS" (Not for Sale). Only works selected by the Exhibition Committee may be sold. Artists may not sell related or additional work without express prior approval of the Exhibition Committee.
2. Work sold must remain on exhibit throughout the designated period. The artist must notify the exhibit coordinator within 48 hours of a sale so that the artwork can be marked "sold."
3. The committee requests that in return for the opportunity to exhibit at Embarcadero Center, artists contribute to Boston Properties thirty percent (30%) of the selling price for each work they sell.
4. All art must be suitably framed, with hanging apparatus (screw eyes or wire) or mounted and stabilized for pedestal or showcase display. All frames, armatures, and mounting arrangements must be securely constructed. Work that is fragile or whose framing or display arrangement is of questionable durability may be rejected.
5. Insurance coverage must be provided by the artist prior to display installation, and must meet all insurance requirements detailed in the Display License Agreement.
6. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
7. Artists are encouraged to promote their exhibit through invitations and announcements, which must be preapproved by the Exhibition Committee. The committee may arrange announcements to inform the public of the exhibit through the Embarcadero Center News, a bi-monthly newsletter published and produced by Boston Properties.
8. For each work, the artist is to provide a display card or title label with the name of the work, artist's name, and medium. Prices displayed on individual works are suggested but not required. Artists are required to provide the Exhibition Committee with a complete price listing. An artist biography should accompany the exhibit, and presented in either a frame or other suitable manner. No labels, signs, artwork, or other material is to be attached to any walls without both the item and the means of adhesion being approved first by the Committee. **Artists using tape or other materials that mar the walls or cause any such damage to the display space will be responsible for the cost of repairs and may not be invited to exhibit in the future.**

Please note that the following policies contain important deadlines:

9. Within two weeks of being notified that a submission is accepted for exhibition, the artist must contact the exhibit coordinator to arrange or confirm the exhibit dates and other deadlines, especially for installation purposes.
10. At least two weeks prior to installation, artist must submit a draft of their promotional materials listing all works to be shown, together with the retail selling price, (or, if the work is not for sale, the insurance value). The listing must include the artist's name, telephone number, and instructions for contacting the artist to arrange for the purchase of any artwork. Artists should also include a brief biography and artist's statement.
11. Artists are responsible for delivering works to be exhibited to the display space. Artists will be responsible for providing their own exhibit materials, such as easels, backdrops and mounting. The date and time should be established at least five business days before the opening of the exhibition. Installation will be handled by the artist. Artists must pick up their works within 48 hours of the conclusion of the exhibit (preferably on the actual date of closing as secure storage space is not available).

**EMBARCADERO CENTER
ART EXHIBIT APPLICATION**

Thank you for your interest in exhibiting at Embarcadero Center. Please complete the following application and return it when you submit slides or color printouts to the Exhibition Committee.

Artist: _____ Date: _____

Address:

Home Phone: _____

Work Phone: _____

Email: _____

Please describe the work you wish to exhibit. Include any information not readily conveyed by your slides or photographs (details, techniques, unique characteristics, etc.) The information, combined with your slides or photographs, forms the basis for the Exhibition Committee's selection.

Because a number of exhibition spaces exist at Embarcadero Center, please indicate the following:

The number of works you would like to exhibit:

The smallest number of works you would be satisfied with exhibiting:

The size of the works you would like to exhibit:

Have you exhibited your artwork elsewhere previously? If so, list where and when.

Please return to:

**Miki Viray
Boston Properties
Four Embarcadero Center, Lobby Level
San Francisco, CA 94111**