



**City of Santa Fe Community Gallery  
Pop-Up Exhibit & Event Guidelines  
2025**

As the City of Santa Fe Community Gallery continues to evolve its programming, we find it is increasingly meeting the need to provide space to feature the work of local groups and artists. To ensure that these exhibits continue to support the larger Community Gallery mission of supporting, displaying and selling the work of local artists, the following shall guide use of the Gallery for pop-up exhibits and events:

- Submit a complete proposal form to Gallery Manager.
- All exhibits are subject to availability and schedule. Gallery programming is usually set 6-12 months in advance. Each exhibit is a one-time use.
- Exhibitions will be limited to 2 weeks or less, based on the Gallery schedule.
- Events are typically one day or evening.
- The Gallery capacity depends on the size of the work. The space can accommodate between 10-100 pieces, depending on size of the work.
- Please designate one individual from your organization to serve as the exhibit contact. This individual will be responsible for delivery, installation and fulfillment of exhibition expectations. To ensure smooth communication, this is the sole individual with whom we will discuss exhibit details.
- You or your organization will be responsible for the planning, preparation, installation and fulfillment of the exhibition and exhibition opening with limited assistance from Gallery staff. Gallery staff can provide feedback and technical assistance in the areas of lighting, installation and installation methods and materials.
- Artwork must be delivered to the Gallery by your organization at the agreed upon date and time. Work received later this may not be allowed for display. The Gallery reserves the right to cancel an exhibition if the work is not delivered as agreed upon.
- Gallery staff will be available for the limited purpose of providing technical and curatorial feedback.
- A complete inventory of the work to be on view shall be provided in an Excel spreadsheet.
- Organizations may provide their own artist labels, or the Gallery will generate them from the inventory details. Please ensure the accuracy of the inventory prior to submission as the Gallery is not responsible for label errors.
- Organizations may provide their own exhibit title approved by the Gallery or the Gallery will provide it. If the Gallery is providing, all content for the design and

production of exhibit title wall must be provided by your organization three weeks prior to the opening.

- Organizations are responsible for providing all promotional materials, including printed flyers, advertisements, posters, etc. as well as the marketing and publicity of exhibition-related events (opening, etc.) to your members and constituency.
- The Gallery will include exhibit information and press release details on its website as well as promotion through social media and e-blasts.
- Exhibit openings are held on Thursday evenings from 5 to 7 pm. The Gallery will provide beverages, cups and napkins and small paper plates. The organizing group should provide any additional food and refreshments, if desired. Serving alcohol requires a city permit arranged well in advance.
- Any additional programming requests (workshops, classes, panel discussions, etc.) are subject to schedule and availability.

### About Exhibit Openings

- We encourage organizations to hold public openings in conjunction with their exhibitions. These events provide important acknowledgement and celebration for artists. They allow friends, families and supporters to honor the participants. Generally, we host simple, free, public events as they allow for broad participation, keep the focus on the exhibit, and ease the burden for your organization.
- Should your organization wish to include additional elements, we encourage you to discuss this with us as part of the exhibition proposal. Please keep in mind the following:
  - Due to the limitation and nature of the Gallery, only cold foods may be served. There are no prep facilities; all food must be delivered ready to serve.
  - Under some circumstances, organizations may need to contract and pay for private security.
  - Any private events must occur on a different day than a public event (i.e. a private VIP event may occur the day prior to a public opening, but not on the same day.)
  - If music will be part of the event, all equipment/amplification must be provided by the musicians.