

"La Lotería: An Exploration of México" Traveling Exhibition Requirements

Fees:

I continue to use the same guidelines and security requirements that the Arizona Commission for the Arts had established. There will be no rental fees, but I will need to be compensated for all the organizing, inspection and inventory of each of the 54 individual paintings, packaging, booking and handling of the exhibition which will be a nominal charge of \$500.00 A \$200 non-refundable deposit to schedule the desired exhibition date is due upon signing the contract. Until you have made this deposit, you will be given a limited first right of refusal if another organization expresses interest in the exhibition. The remainder (\$300.00) is due upon installation.

Security:

Please note that your facility must meet the security requirements for the exhibit as the ACA guidelines have established. Please refer to the **Moderate Security** Requirements below.
Security Requirements (Three levels)

Limited Security: the minimum required for exhibitions, including:

- responsible supervision of artwork
- careful handling
- no direct sunlight
- exhibition area must be locked after hours

"Loteria: An Exploration of Mexico" requires

Moderate Security: required for most exhibitions of original art, including all the above conditions, plus:

- responsible supervision of gallery present at all times
- total temperature control

High Security: required for exhibits containing highly valuable materials sensitive to light, humidity and temperature, including all the above conditions, plus:

- presence of a guard
- total temperature and humidity control
- controlled light levels
- no direct sunlight or fluorescent light without
- ultraviolet filters

Booking:

Booking approval is contingent on receipt and approval of facility report, insurance certificate and floor plan. This can be accomplished via Email or FAX. Once your booking is approved, you will

receive a contract, confirming your requested exhibition dates.

Contracts:

When possible, contracts are sent six months prior to the scheduled opening date or when an exhibition is scheduled. A \$200 non-refundable deposit to hold the exhibit is due upon signing the contract. Until you have made this deposit, you will be given a limited first right of refusal if another organization expresses interest in the exhibition. The remainder is due upon installation.

Contact:

Contact the Booking and Scheduling Coordinator, Teresa Villegas at (602) 790-4009 or e-mail teresavillegasart@gmail.com for more information or to determine the availability of the exhibition(s) you are interested in.

Insurance:

All presenters are required to have insurance coverage for the value of the exhibition (\$30,000.00). Additionally, for out-of-state bookings, presenters must secure insurance coverage for the exhibition while in transit. Please call for assistance in locating insurance providers.

Space Requirements:

"Running feet" is determined by adding the linear measurement of the exhibition elements and doubling this amount. Space requirements may vary slightly by the exhibitors needs. If you have any questions about space requirements, please call Teresa Villegas (602)790-4009

Number of works: 54 paintings

Size: 14" x 9.5" x 2" each

Space Requirements: 90 running feet (contact for exceptions)

Security requirements: Moderate

Shipping:

Presenters are responsible for round-trip shipping through a recommended shipping company.

The exhibition ships in Three Crates, here are the dimensions and weights you will need to get a quote from your shipper:

(1) 49"x23"x18" 100#

(1) 35"x23"x29" 116#

(1) 35"x23"x29" 116#

Insurance value of this work is \$30,000.00 US

If you do not have a shipper, may I recommend one that has been very reliable and very trustworthy. Please call for assistance with shipping estimates to:

Craters and Freighters,

1522 W. Todd Dr. Ste. #102,

Tempe, AZ 85283

tel: (480) 966-9929 toll Free: 1-877-966-9916

Contact person: Dennis Davies, Owner

Publicity:

Promotional materials arrive after the contract is signed. Use or adapt these materials to publicize the exhibition within your community. This promotional package will include: an exhibition cover letter, press release information, press photographs, an interpretive statement, an exhibition inventory, shipping & handling instructions, educational materials (when available) and artist/curator contact information.

If you are interested, information regarding materials for sale in your gift shop. The bilingual gift book titled "Loteria!" about the history of the Loteria game using the artwork from this installation, published by The University of Arizona Press, now for sale, and Limited Edition Loteria Giclee Fine Art Prints, are available at wholesale prices, please enquire for details.

Lecture (up to 1 hour) and Powerpoint visuals, about the creation of this installation and the history of Loteria by the artist Teresa Villegas is available for an additional fee.

Credit:

Please give credit to the Arizona Commission on the Arts, and the National Endowment for the Arts, the organizations that originally awarded the artist Teresa Villegas, with an Artists Project Grant, on all public announcements, press releases and other promotional materials.

Installation:

Installation and handling instructions accompany each exhibition. Presenters are responsible for their own professional installations, although detailed instructions are provided.

Registration/Preparation:

Condition reports describing the condition of each piece of art in the exhibition will accompany the artwork, and are required to be filled out by exhibitor.

notice: Incoming and outgoing reports are required of all exhibitors.

Exhibition Signage and Educational Materials:

Title of installation: "La Loteria: An Exploration of Mexico" by Teresa Villegas