

Stormwater Studios Exhibitors' Guidelines

We are pleased to offer Stormwater Studios Gallery at a reasonable rate to provide local and national artists with a quality venue in which to display and sell their artwork. The following guidelines are for the lease of the exhibition space:

Rental Rate: \$200/week

Refundable Deposit: \$200

1. Acceptable Work

All work must be professional in nature and displayed in an appropriate manner. The Resident Artists at Stormwater Studios may request that sample works representative of the planned show be submitted for jurying by the Review Committee.

2. Scheduling a Show

Shows in Stormwater Studios Exhibition space may run for up to two consecutive weeks, with rentals starting on Tuesday morning and ending on Sunday night. An exhibition calendar is posted on the Stormwater website showing the dates when the Gallery is available. To apply to have a show at Stormwater, click on the Rental button on the home page of the website and fill in the requested information. Your application will be reviewed by the Show Manager, who will reply to you within a few days. Upon acceptance of your application, you must submit a refundable security deposit of \$200 to the Columbia Development Corporation through Fred Delk, CDC, P. O. Box 734, Columbia SC. 29202. Only after your application and deposit are received will your show dates will be reserved for you and added to the gallery calendar.

The Exhibition space is available on a first-come first-served basis; however regular Stormwater Studios and Resident Artists shows will always have first preference. Stormwater Studios has the right to accept or reject any show or program.

3. Fees and Deposits

Rent for the Exhibition Gallery is \$200 per week. This is considered an introductory rate and may be adjusted in the future. Rent must be paid to the Columbia Development Corporation no later than the 1st of the month preceding the month when the show is scheduled. (Checks should be made out to Columbia Development Corp., Box 734, Columbia SC 29202.)

As mentioned in Section 2 above, a separate refundable deposit of \$200 is due at the time you reserve the gallery. It will be held to secure your reservation and to ensure that the display areas are properly maintained and cleaned during the period of the exhibition. The deposit will be returned after the Exhibition Space has been inspected and approved by the Stormwater Studios Exhibition Board. All or part of the deposit will be forfeited if the artist cancels a show less than one month before the scheduled date or fails to follow the guidelines for setting up the show and maintaining the property as specified in Sections 4 and 5 below and in the Rental Application/Liability Agreement.

In the rare case where unusual damage is done to the premises, an additional repair fee may be levied.

4. Exhibit Setup and Removal

The exhibition space will be available for set-up beginning on Tuesday morning of the week(s) rented and must be removed by Sunday night at the show's end.

Due to the fragile nature of the lighting system, light heads should not be moved along the track, but may be aimed as necessary.

For safety reasons, under no circumstances should the artist's set-up block the view of or physical access to building exits or to individual artists' studios. This includes keeping all hallways and doors clear of display and installation materials, tables, chairs, coolers, etc. Stormwater Studios reserves the right to remove items that are in violation of this guideline but will attempt to reach the artist before items are removed.

Any labels or signs that the renter attaches to the wall **MUST** be attached using re-positionable tape or labels. Ordinary adhesive labels will damage the wall when removed.

During set-up and take-down of the show, do **NOT** do any repairs to nail holes or other damage to the walls. Such repairs must be handled by our own staff and are included in the rental fee you have paid.

5. Artist's Responsibilities

- The exhibiting artist/renter is responsible for security, manning the exhibition, and care of the exhibition and studio spaces during openings/receptions that take place after-hours, on weekends, and at other times outside of the gallery's regular advertised hours. The renter is responsible for securing the facility during the exhibition at the end of the day, locking all doors and setting alarms. Please test the doors after you lock them, as the locks occasionally fail to "catch."
- Renter is responsible for removal of trash and thorough clean-up of the gallery, kitchen, bathrooms and grounds after any public event and at the end of the rental period.
- The exhibitor is responsible for her/his own advertising. Resident Artists at Stormwater Studios maintain their own social media and advertising, and the renter's program information may be included in this social media at the discretion of the Resident Artists.
- The renter may choose to obtain insurance coverage for her/his artwork during their show. Insurance is not required, but Stormwater Studios is not responsible for any damage, loss, or theft.
- The artist is responsible for the activities of artists, exhibitors and visitors who accompany him/her during the show and openings. Any damage to the space will be charged to the exhibiting artist/renter.
- While all due care will be taken, Stormwater Studios Resident Artists and building owners are not responsible for, nor will reimburse for, any damaged or missing pieces of art or other property while on display.
- Items and artwork left more than 3 days after the exhibition closing date will become the property of Stormwater Studios unless other arrangements are made.

- Stormwater Studios artists cannot sell or act as agents for the artist.

6. Programming and Receptions

Alcoholic beverages

Stormwater Studios and the building owners do not encourage the service of alcoholic beverages. However, if alcoholic refreshments are served, the renter bears full responsibility for the event and the actions of guests and is expected to comply with all S.C. laws pertaining to the service of alcohol.

Since Stormwater Studios is a public work/retail area, the reception area and other exhibition space must be cleaned (swept, mopped, and food items, coolers, and trash removed, etc.) by 10:00 a.m. the day following the reception. If the reception guests utilize the outside patio and grounds, this area should be cleaned up as well.

Use of Private Studios and unused wall space during rental events

The work of studio members may remain displayed in any unrented or unutilized exhibition areas. During opening night receptions, Resident Artists may work in their studios, but will keep their doors closed. If the exhibiting artist invites a member to have his/her studio open, this invitation must be extended to all members.

7. Heating and Air Conditioning

The Studios and Exhibition Space are heated/cooled by individual units. Before an event, the exhibitor should check the thermostat and adjust to his/her comfort level.

8. Contact/Emergencies

Any problem encountered during an event should be reported to Fred Delk, Executive Director of the CDC, on the next business morning (803-988-8040). If an emergency arises that needs immediate attention, Fred Delk can be reached after hours at (803-917-3968).

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