

CITY OF EL PASO – CITY HALL COMMUNITY EXHIBITS PROGRAM

GUIDELINES

The City of El Paso (the “City”) makes space available to city departments and non-profit organizations for exhibits and displays. The City is not creating a public forum by allowing this use of said space. Those interested in using exhibit or display space may submit an application. The City of El Paso has developed the following guidelines regarding the use of the community exhibits space. The policies outlined in this document must be followed by all representatives from the organization that is participating in the Community Exhibits Program.

CONTENT OF EXHIBITS/DISPLAYS

- Exhibits and displays must be of an educational, cultural or civic nature.
 - **SUCH A LIMITATION IS REASONABLE AS THE SPACE AVAILABLE IS ACCESSIBLE TO POTENTIALLY UNSUPERVISED VIEWING BY PERSONS OF ALL AGES**
- Exhibits and displays may not be for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising.
- Based on the above-stated criteria, the City reserves the right to refuse any material judged unsuitable or request that such material be removed by Exhibitor.

SELECTION AND SCHEDULING

- Applications for use of exhibit/display space will be considered on a first come first served basis and limited to four weeks per calendar year per group or organization. The exhibit/display period is generally between two and four weeks.
- Use of exhibit and display spaces for City purposes takes precedence over other uses.

INSTALLATION OF EXHIBITS/DISPLAYS

- Exhibitors are responsible for installing and removing exhibits/displays on the dates agreed upon by the City and the exhibitor, and for all measures necessary for installation and removal of exhibits/displays, including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies needed for same.
- Installation and removal assistance will not be provided by the City staff. All exhibits/displays must be set up and removed by exhibitor with as little interference as possible to the daily operations of City Hall. Any multi-dimensional exhibits shall not interfere with the passageways in City property.
- Exhibitors agree to be responsible for and to pay for any and all damages to City property during installation, exhibit period and removal of exhibits/displays.

- Exhibit photos, artworks, etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. The use of extension cords by the exhibitors must be in good condition. Any extension cords or similar items must be secured so that their placement does not cause a trip or fall hazard.
- No lighting of candles or similar elements incorporating a flame as part of the exhibit.
- Each exhibit/display must contain a written explanation to assist the general public in discerning the subject or purpose of the exhibit/display. This information may be provided by explanatory labels on individual items, in poster or sign form, or be contained within the exhibit/display itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit/display for members of the general public who may seek further information.

OTHER

- City assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in City Hall for display are so placed at the owner's risk.
- Exhibitor shall and does agree to indemnify and hold the City harmless for any and all claims, liabilities and obligations directly or indirectly arising out of, caused by, or resulting from, in whole or in part, (1) exhibit, or (2) any act, omission or breach on the part of the Exhibitor.

EXHIBIT SPACE AVAILABLE

Three 28 ft walls located on the First floor of City Hall, identified on Attachment "A" hereto.

APPLICATION PROCEDURE

- Applications may be made up to 6 months in advance and no less than one month in advance.
- Applicants should familiarize themselves with the City Hall exhibit space.
- Applicants must fill out and sign an application form, which includes a waiver of liability, and be familiar with exhibit guidelines.

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APPLICATION

Use this application form to request permission to exhibit or display work at City Hall. You will be notified whether or not your application has been approved. If you have questions about requesting an exhibit, call MCAD administrative office at 541-4898.

Application Date: _____

Name of Organization: _____

Address: _____

Telephone: _____ E-mail: _____

Exhibit Dates: _____
(include set-up & take down dates)

Description of Exhibit: _____
(include theme & number of items to be displayed)

CITY ASSUMES NO RESPONSIBILITY FOR THE PRESERVATION, PROTECTION OR POSSIBLE DAMAGE OR THEFT OF ANY ITEM DISPLAYED OR EXHIBITED. ALL ITEMS PLACED IN CITY HALL FOR DISPLAY ARE SO PLACED AT THE OWNER’S RISK.

EXHIBITOR ASSUMES ALL RESPONSIBILITY FOR DAMAGE CAUSED BY ARTWORK EXHIBITED IN CITY HALL, WHETHER DURING THE ARTWORK INSTALLATION PROCESS, EXHIBITION PERIOD, OR THE ARTWORK REMOVAL PROCESS, INCLUDING ALL DAMAGE TO PERSON AND/OR PROPERTY, INCLUDING DAMAGE TO THE ARTWORK, AND HOLDS THE CITY HARMLESS FROM CLAIMS RESULTING TO THE EXHIBITOR FROM ANY SUCH DAMAGE.

By signing below, Exhibitor agrees to the terms and conditions stated in the City’s Community Exhibits Program Guidelines.

Printed Name and Signature: _____

Please return this application to:
Maria Aragon, Administrative Assistant
City of El Paso - Museums and Cultural Affairs Department
2 Civic Center Plaza, 1st Floor, El Paso, TX 79901
phn 915.541.4898 / fax 915.541.4902
aragonme@elpasotexas.gov

ATTACHMENT "A"
COEP CE COMMUNITY EXHIBITS PROGRAM

