



Artomatic 2009 – Rules Overview

Welcome! This year, our 10th anniversary, we are 1,500 artists strong – the **biggest event yet**. The creative community that forms during each Artomatic, entirely non-profit and volunteer-run, is something to celebrate and we hope you're as excited as we are to be a part of it. We need the support of every artist, performer, volunteer, sponsor, and patron to make the show successful this year and for years to come. **That work starts today.** It is everyone's responsibility to follow the rules we agreed to when we signed up to help things run as smoothly as possible.

By Artists, For Everyone: about your space

Think about how you'd like to present yourself and your artwork in a unique and memorable way. Remember, it's BYOS – Bring Your Own Supplies – ladders, paint brushes, tools, lighting, etc.

- **You are permitted to sell your work.** Artomatic does not take any commission. We also cannot serve as a middle-man. Provide your name and contact information at your space. If you have business cards, stop by every week to replenish them. If your art is not for sale, you may wish to say so, in order not to disappoint visitors who may be interested.
- **Work must remain on display throughout the show.** Between May 29th and July 5th, you may not install new artwork or remove artwork, even if it has been sold. This is essential for security. You must remove your art during deinstallation.
- **Security is everyone's responsibility.** Artomatic will offer security hangers for 2-d art for sale on the website, but security is a collective responsibility. All artwork is exhibited at the participant's sole risk. Please make sure your art is secured to your site, and be alert at all times, whether on-duty or not. During the show, no artwork should be leaving the building – tell a volunteer if you see something amiss.
- **Participate in the community.** *Meet the Artists* night is June 13, where visitors come to meet you. There is an Artist Social, June 21st, to help you meet each other. There are also scheduled workshops, classes, and other events – check the website regularly for details.

Respect the Building: rules for installation

Monument Realty and Capitol Riverfront have given us a 275,000 square foot, brand-new building to use. We owe it to them to respect their property. Our ability to hold future Artomatic events is directly related to our care of the site.

- **You may paint your wall, but only your wall.** If you are on a partition, you may paint it any color. Core walls may only be painted white or off-white. Pillars and floors must be left as-is; please use a drop cloth to keep paint to your area. Because there are no utility sinks on-site, wash or dispose of your brushes at home.
- **Keep holes to a minimum.** We used these partitions last year and hope to use them again. You may use screws and wall anchors to install your work. However, if hanging your work will create many holes, please make it on a separate display before hanging. Nothing may be hung from ceiling tiles, joists, pipes, windows, or other building fixtures.
- **Respect your neighbors.** Your wall and the space approximately 4ft in front of it are yours to use. 3d artists are given an assigned floor space without a wall. We are all very close together – please be mindful of your neighbors and visitors; secure electrical cords and do not block any pathways.
- **Load-in via the loading dock and freight elevator.** No materials may come in through the lobby.

- **Install early.** There are 1,000 artists and only one freight elevator and loading dock, so parking at the dock is limited to 15 minutes. The last day of installation is May 26th, and if you do not begin installing by May 24th, we may reassign your site to someone on the waiting list.
- **Plan for green lighting and safe electrical work.** You may use up to 200 watts of total power for your exhibit; we strongly suggest low-voltage halogen or fluorescent lighting. Please use only *one* of the provided outlets. If you use extension cords or power strips, secure them firmly to your partition or wall – tape is not sufficient. Only lights may be hung from lighting brackets. Artists on core walls must provide their own brackets or lighting supports.
- **Clean up as you go.** You must remove all your supplies and garbage on your own. We have no waste pick-up during installation. At the end of deinstallation, to check out, you must have everything removed and your space broom clean.

There is No “They...”: rules for on-site shifts

Your registration fees only cover a fraction of the cost and effort of making Artomatic happen; every participating artist also has a responsibility to help oversee the event. That commitment starts with **three mandatory on-site shifts**. Everyone, even the Board of Directors, spends time onsite picking up trash, monitoring the exhibits, and running the event.

- **Show up on time, and stay until your shift is over.** At the start of your shift, introduce yourself to the gallery manager in the office on the 5th floor. You will get an assignment to start your shift – monitoring security on a floor, keeping the area clean, working the bar, emptying the trash, or running a venue – and while we will try to accommodate your preferences, you may not get your first choice of location. You may not do the same task for a full shift; the gallery manager can and will reassign you as necessary. To receive credit for your shift, the manager must sign you out at the end of your shift. If you cannot make a shift you signed up for, reschedule on the website, or, within 48 hours, call the staffing coordinator at 202-470-0931. If you will be late for your shift, call.
- **Bring snacks, water, and your cellphone, but leave the books and knitting at home.** Safety and security are everyone’s responsibility. During your shift, if you are assigned to watch a floor or section, please be alert, even if it seems there is nothing to watch. Drinking alcohol on duty is absolutely forbidden.
- **Ask for help if you need it.** The gallery manager on duty will give you his or her cellphone number; if you see something of concern, please call. Don’t approach a dangerous situation on your own.

Key dates and contact information

Installation	Event	Deinstallation
Wed., April 29 – Tues, May 26	Friday, May 29-Sun, July 5	Wed, July 8 – Sun, July 19
Wed-Thu: 5-10pm	Wed-Thu, Sun: noon-10pm	Wed-Thu: 5-10pm
Fri-Sun: noon-10pm	Fri-Sat: noon-1am (or later)	Fri-Sun: noon-10pm

Complete rules: <http://www.artomatic.org/participate/guides>

Questions: event@artomatic.org

Going to miss your staff shift? Be sure to call – 202-470-0931