



Exhibition Submission Guidelines

Mission Statement

Napa Valley Museum (NVM) is dedicated to providing unique experiences that enrich the cultural fabric of our community through exhibitions and educational outreach. The Museum places the Napa Valley in a worldwide context by inspiring residents and visitors to learn about art, history and the environment. NVM enriches the community by collecting, preserving, and displaying art and artifacts.

General Exhibition Information

In support of NVM's mission statement, service goals, and collection development guidelines, Museum staff administers an active exhibition program. Galleries include the 2,500 square foot Main Gallery, the 900 square foot Spotlight Gallery, and the 1,600 square foot History Gallery, which displays our permanent history collection. Four to five major exhibitions are mounted in the Main Gallery and multiple smaller exhibitions are shown in the Spotlight Gallery each year.

The Museum has final authority over review, selection, and arrangement of all exhibitions in order to ensure conformation to our policies and guidelines. Public programs that include gallery talks, lectures, workshops, and other related activities supplement the exhibitions program.

Exhibition proposals will be evaluated based on the following criteria: treatment of exhibition content and approach, quality of implementation, artistic quality, originality, suitability to Museum exhibition spaces, budget considerations, relevance to broad based and diverse community interests, usefulness to a general audience, and historical or educational significance. Additionally the Museum welcomes proposals that relate to Museum collections and resources, reflect the cultural diversity of the Napa Valley, attract a wider audience, or connect to other exhibitions or programs in the community presented at or about the same time. An effort is made to maintain a variety of exhibitions.

The Museum retains the right to determine the suitability of any proposed exhibition to be included in the Museum's exhibition program. Please be aware of the following considerations when submitting a proposal. The Museum discourages proposals

containing images that include significant elements of sexually explicit imagery or graphic depiction of violence. The Museum reserves the right to reject any part of an exhibition or to change the manner of display. Museum exhibition spaces may not be used for commercial or political purposes, for the solicitation of business, for profit or for fundraising. The Museum does not advocate or necessarily endorse the viewpoints of exhibitions or exhibitors. Preparation of materials for exhibition purposes is the responsibility of the exhibitor and must meet the standards of Napa Valley Museum.

For information on current and upcoming events and exhibitions, please visit the Events and Exhibitions pages at www.NapaValleyMuseum.org.

Required Submission Materials

Please include the following information in your exhibition proposal.

1. Exhibition Title
2. Description of the exhibition theme. Be sure to address the following:
 - What is the exhibition goal(s)? What are the key messages that the exhibition will convey to the public?
 - Who are the target audiences?
 - Exhibition Strategies (i.e. how will the messages be conveyed? Through photos, objects, paintings?) Please include high resolution (300dpi) photos of some of the objects.

Physical Details of the Exhibition

Preparation of materials for exhibition purposes is the responsibility of the exhibitor and must meet the standards of Napa Valley Museum. Please include high resolution images or other visual materials including a sample of label and text copy.

3. How many objects are in the exhibition? What kinds of objects are they (i.e. paintings, sculpture, artifacts, photos, etc.)? Provide a complete checklist of items in the exhibition. Include object title, dimensions, medium, source.
4. Describe the support materials. Are the labels provided? If it is not ready, when will label copy be available? Who is the author of the interpretive content? Are there text panels, graphics or other visuals? Please supply samples of all.
5. How large is the exhibition (i.e. estimated linear feet and/or square feet)?
6. Are the objects framed? Are there any special environmental considerations (i.e. light levels?)

Proposed Dates/Timing

7. When is the exhibition available?

Exhibition History

8. Has this exhibition been to other venues? If so, where and when? What are the other proposed venues? Enclose press clippings and a complete list of venues.

Proposed Public Programs

9. List some ideas for complimentary public programs such as artist lecture and slide show, panel discussion, etc. Can you provide a speakers' list?

Exhibition Costs

10. Provide an exhibition budget including all costs to the Museum such as rental fee and shipping. Describe any additional costs to NVM such as catalogs, brochures, etc.

Security & Insurance

11. The Museum does not provide full time security in the galleries. For insurance purposes, what is the monetary value of the exhibition?

Publicity

12. Do press materials exist? If so, please enclose a press release and press photos. Would you be able to help with publicity? In what way? (i.e supply press list/press contacts? Draft press release? Follow-up phone calls with the press?) Please be advised that publicity plans need to be approved by the Museum.

Support Materials

13. Include a copy of your resume, artist statement or c.v. and a letter of recommendation from a scholar or another organization affiliated with your exhibition.

Send your material to info@NapaValleyMuseum.org with the subject line: Exhibition Submission. Original artwork will not be accepted.

Staff will make every effort to review the work and respond in a timely fashion. Please note that our exhibition schedule is planned approximately three to five years in advance, and is carefully balanced to present our viewers with a varied program. Therefore, we are rarely able to accommodate unsolicited submissions for exhibitions and unable to accommodate unsolicited appointments.

Visitor Information

Admission: Admission is \$7 for adults, \$3.50 for seniors and \$2.50 for youth. Free for Members, Yountville Veteran's Home residents, and active military.

Museum Hours: Wednesday through Sunday, 11am to 4pm. Closed Mondays, Tuesdays, and all major holidays. The Second Saturday of every month is Free Family Fun Day, sponsored by Raley's Family of Fine Stores.

For general information please call 707.944.0500

Website: www.NapaValleyMuseum.org

facebook: <https://www.facebook.com/pages/Napa-Valley-Museum/221016084575140>

Twitter: @napamuseum

Instagram: @napavalleymuseum