

DESOTO ART LEAGUE  
GUIDELINES FOR ART DISPLAYS  
IN  
CITY OF DESOTO CITY HALL

All artwork will be family friendly (no nudes, sexually suggestive or off-the-wall socially unacceptable work)

All artwork will be framed with wire hangers or will be standard gallery wrap with wire hangers (canvas wrapped to back of stretcher and preferably 2" thick).

All artwork will be identified with name cards. Cards will be fastened to wall with poster putty (available at WalMart – No exceptions. NO HOLES IN WALLS).

All artwork will be hung from hanging rails already mounted on walls using 1" S-hooks and 50# monofilament line . The DeSoto Art League will furnish hooks and monofilament line. NO EXCEPTIONS

No displays are permitted on the floor. The city uses the atrium for various functions all the time.

THE ARTIST IS RESPONSIBLE FOR HANGING, MAINTAINING AND REMOVING THE DISPLAY. Some assistance may be provided depending on the time and requirements.

The artist may have a reception. It will have to be on a Thursday night when the city hall is open until 7:00 PM. Because a the exhibit is in a working, public area, the reception will have to be set up after 5:00 PM and be completed by 7:00 PM. NO EXCEPTION. Receptions must be scheduled before they are held and I will get approval from the City. They occasionally have functions at night in the Atrium.

Information about the artist(s) may be displayed framed and hung as a painting.

The City Hall is open from 8:00 AM to 5:00 PM Monday through Friday except Thursday when it is open until 7:00 PM. It is closed on Weekends and Holidays.

The City of DeSoto, The DeSoto Art League and the various individuals in these organizations assume no responsibility for any damage, loss, theft or any event that may cause loss or damage to the art work. The area is under observation by city employees working in the area. (Note: In the years we have been exhibiting artwork in the City Hall, we have never had an incident where artwork was lost or damaged).

ARTWORKS SHALL REMAIN DISPLAYED FOR THE SCHEDULED TIME. ANY CHANGES MUST BE CLEARED WITH THE DESOTO ART LEAGUE.

The City of DeSoto may occasionally change display time to accommodate city events.

Contact: Ken Reese ([ken\\_reese@prodigy.net](mailto:ken_reese@prodigy.net), or Tel: 972-217-1546 for info).