

**East Wing Gallery Guidelines
for Displaying Art and Drop Off Procedures
at Chelsea City Hall**



Two-dimensional art or photography must be securely wired on the back. It is recommended that works on paper be framed and behind glass/ plexiglass whenever possible. All art must be labeled on the back with artist's name, address, and phone #. Any work that does not look suitable for hanging will not be displayed. The maximum amount of artwork to be displayed is 10 pieces. This amount can be slightly increased depending on the size.

The East Wing Gallery at Chelsea City Hall is a public space and the Chelsea Recreation & Cultural Affairs in collaboration with the Chelsea Cultural Council reserves the right not to display work that is deemed offensive.

Exhibit work must be received no sooner than 48 hours in advance of installation with the following information ready:

Artist Name: _____

Exhibit Name/Description: _____

Average Size of each work: _____

Day and time of arrival: _____

Chelsea City Hall is open Mon-Wed-Thurs 8am to 4pm; Tues 8-7pm; Friday 8am-12pm.

Chelsea Recreation & Cultural Affairs
Chelsea Cultural Council
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