



The City of South San Francisco Cultural Arts Program

## CALL FOR ENTRIES

OCTOBER 2025 ART SHOW

# Past, Present, Future

*Celebrating Indigenous Culture*

*Observing distinct cultural celebrations encourages artists to explore their heritage, life experiences, and shape their future hopes. Universally resonant, art becomes a bridge promoting interconnectedness across cultures.*

**ONLINE ENTRY DEADLINE: Monday, September 22, 2025**

### 2025 EXHIBIT OPENING WEEKEND

Friday, October 3 | 6:00 p.m. – 8:00 p.m.  
Saturday, October 4 | 10:00 a.m. – 3:00 p.m.

### Library | Parks and Recreation Center

901 Civic Campus Way, SSF  
3<sup>rd</sup> floor, Gallery Room

### ADDITIONAL GALLERY HOURS

October 6 through 31, 2025  
Weekdays (Monday-Friday) | 10:00 a.m. - 5:00 p.m.  
(Closed Monday, October 13 )

Special Evening Hours: Tuesday, October 28  
10:00 a.m. – 8:00 p.m.

## ELIGIBILITY

- Open to local and regional artists, 16 years and older.
- Participants must reside the San Francisco Bay Area.
- Works must be original and created by the exhibiting artist within the last two years.
- Art should convey the theme, “Past, Present, Future” (See *introduction above*.)
- **An artist’s statement briefly describing how the work reflects the theme is required. \*** (250 Character limit).

*\* The Cultural Arts Program reserves the right to edit statements that are over the character limit or that include language that is considered unsuitable for a general audience.*

## MEDIA CATEGORIES

**\*\*** Entries may be entered and/or exhibited in one media category only. The Cultural Arts Program reserves the right to assign entries unclearly designated to the most suitable media category if appropriate for this exhibit. It is the responsibility of the Applicant/Artist to obtain permission for use of personally identifiable information, including the image, of any person other than the Applicant/Artist.

- 2-Dimensional: Art exists primarily on a flat, two-dimensional plane and can be hung on a gallery wall. (Examples include Painting, Photography, Mixed media, Graphics, Digitally created art)
- 3-Dimensional<sup>\*\*\*</sup>: Art with height, width, and depth that can be perceived from multiple directions and angles and can be displayed on a table or pedestal. (Examples include Sculpture, Ceramics, Specialty Crafts)

**\*\*** AI (artificial intelligence) created or generated entries are not acceptable.

**\*\*\*** Artist may be required to provide display forms, pedestals, or other means necessary to exhibit if needed.

## 2025 CALENDAR (Subject to change)

Monday, September 22	<b>Online Entry deadline</b>
Tuesday, September 30	<b>Hand Delivery of Entries</b> to 3 <sup>rd</sup> Floor Gallery 2:30 p.m. to 3:30 p.m. and 5:00 p.m. to 7:00 p.m.
	<b>Exhibit Opening Weekend</b>
Friday, October 3	6:00 p.m. to 8:00 p.m. ( <i>Artist Reception</i> )
Saturday, October 4	10:00 a.m. to 3:00 p.m.
October 6 through 31	<b>Additional Gallery Period</b> - (Monday-Friday) ( <i>Closed Monday, October 13</i> ) 10:00 a.m. – 5:00 p.m.
Tuesday, October 28	<b>Special Evening Hours</b> 10:00 a.m. – 8:00 p.m.
Monday, November 3	<b>Art Release &amp; Pick-up</b> at 3 <sup>rd</sup> Floor Art Gallery 3:30 p.m. to 7:00 p.m.

## ACCEPTANCE OF ENTRIES / ENTRY LIMIT

- Three entries per exhibitor maximum. (A set or series of up to three (3) components is considered one entry.) Entries may be limited depending on space available.
- **Artists will be contacted only if their entry(s) is not selected.**

## ENTRY FEE

- Entry fees are non-refundable.
- \$5.00 fee per entry. The fee, by debit or credit card, will be submitted during online entry.
- \$10.00 fee per entry for drop-in entries. Drop-in entries may only be submitted during the Hand Delivery of Entries on **Tuesday, September 30**. (see *Calendar*) Acceptance depends on available space. Drop in entries may not be eligible for judging. Payment for drop in entries is accepted via cash or check/money order made payable to the: **City of South San Francisco**.

## IMAGE ENTRY DEADLINE

Images of the entries must be submitted with the online entry form (See - *Preparing An Image For Online Entry*) **Online Entry Deadline – Monday, September 22, 2025.**

## ENTRY PROCESS

- 1<sup>st</sup>)** Complete the online entry form and submit an image(s) of your entry(s) online, by the entry deadline. Entry must be submitted online by the deadline to be considered for judging. **The online entry form can be found at [www.ssf.net/culturalarts](http://www.ssf.net/culturalarts).** Select the “**Current Opportunities for Artists**” link.
- 2<sup>nd</sup>)** Hand deliver your entry(s) on:
  - Tuesday, September 30, 2025
  - From **2:30 p.m. to 3:30 p.m.** OR **5:00 p.m. to 7:00 p.m.**
  - The Library | Parks and Recreation Center, 901 Civic Campus Way. Art will be accepted in the 3<sup>rd</sup> floor gallery room.

**Important note:** Entries should be finished and assembled. Hand Delivered entry(s) must match what was submitted through the online entry form. Artwork that is delivered cannot differ from the uploaded image or it becomes ineligible. No changes of any kind are allowed after the online entry deadline. Substitutions are not acceptable. Late or non-delivery of entries may disqualify them from judging or exhibition.

For questions regarding the eligibility of an artwork or the online entry process, contact the Cultural Arts Specialist at (650) 829-3810 or [ercie.santos@ssf.net](mailto:ercie.santos@ssf.net).

## PREPARING AN IMAGE FOR ONLINE ENTRY

**An image of each entry must be submitted when completing the online Entry Form. (See Entry Process)**

- **Accepted Format:** .JPEG, .JPG, .PNG  
**Size:** At least 500 kb and should not exceed 5.0 MB  
**Resolution:** No less than 72 dpi and no smaller than 1000 pixels in any direction.
- Images will represent the artwork and therefore should be suitably photographed. A clean and skillfully styled image is highly recommended.
- Do not include watermarks or frames. Images may be cropped or digitally corrected for enhanced presentation if selected for the Virtual Extended Exhibit following the show.
- If possible, label the image with the initial of your first name followed by your last name. (example: jdoe.jpg)

## PREPARING ART FOR GALLERY EXHIBITION

For instructions on preparing art for live gallery exhibition, see page 6.

## ART SALES

Indicate the sale price or Not For Sale (NFS) during the online entry process and on your entry label. The City of South San Francisco will retain a 20% commission from art sales during the exhibit opening weekend and the additional weekday open gallery period of October 6 through 31.

Sales will be handled through the Recreation Office. Exhibitors are required to submit a completed **W-9 Taxpayer Identification form** and **Vendor Verification form** if their entry(s) are sold. Exhibitors will be paid by check pending receipt of the completed forms. Sold artwork will remain on exhibit and will be released on Monday, November 3<sup>rd</sup>. Exhibitors will receive payment approximately four (4) weeks after the artwork release date.

## ADDITIONAL GALLERY PERIOD - WEEKDAYS (Monday-Friday)

There will be an additional Gallery Period following the opening weekend. Selected art will be kept for display in the 3<sup>rd</sup> Floor Gallery room and exterior wall. Artists will be notified if their work is **not** selected.

A virtual exhibit of selected entries will also be available following the weekend exhibit opening. The virtual exhibit runs for approximately 30 to 60 days. (For online gallery link, visit: [www.ssf.net/culturalarts](http://www.ssf.net/culturalarts))

## REMOVAL OF WORK

Accepted works shall not be removed from the live exhibit prior to the release date and time of Monday, November 3<sup>rd</sup>, from 3:30 to 7:00 p.m. (See *Calendar*) Work that is not picked up at the release date may become the property of the City of South San Francisco to discard or utilize as seen fit.

## ADDITIONAL CONSIDERATIONS

- Artwork will be shown in a public and virtual gallery space. It should be suitable for viewing by all ages. All eligible entries will be accepted for the exhibit. The Cultural Arts Program shall reserve the right not to accept pieces deemed unsuitable for a general audience.
- Entries must not defame or invade the rights of any person, living or deceased.
- Entries must not be plagiarized, stolen, or copied from any other source.
- Entries that use a copyrighted or trademarked image **will not be accepted**.
- Participation constitutes permission for City of South San Francisco to use exhibitor's name, likeness or art entries for publicity and promotional purposes on the City website, brochures, cable channel, social media, or in other forms of promotional materials without additional compensation unless prohibited by law.
- Exhibits can be downloaded by third parties from the virtual gallery website.
- The City will not be responsible for loss or damage that may occur from any cause, including problems of any kind whether electronic, mechanical, or human. Lost, late, incomplete, misdirected, illegible, distorted, or corrupted entries will be disqualified.

The South San Francisco Cultural Arts Program reserves the right to cancel, modify, extend, or shorten the art show and additional gallery dates and hours, physical and virtual, for any or no reason and at its sole discretion.

## ACKNOWLEDGEMENTS / AWARDS

All exhibitors will receive a Certificate of Participation.

This is a juried event.

❖ Ribbons & Certificates will be awarded, as merited, to the first, second and third place winners in each of the two media categories.

❖ Cash Awards:

In 2-dimensional art and in 3-dimensional art

1<sup>st</sup> place - \$50 (Fifty dollars)

2<sup>nd</sup> place - \$25 (Twenty-five dollars)

♦ **Best of Show** – \$100 (one hundred dollars)

Award will be presented to **only one finalist** selected from the two combined media categories.

♦ **Cultural Arts Commission Award** – \$50 (fifty dollars)

Selected by a representative of the Cultural Arts Commission

Entries will be judged on thematic representation, originality, craftsmanship, impact, and merit. There must be a minimum of three exhibitors in each of the juried categories for prizes to be awarded. Judging will be performed by an independent artist or art teacher. The decision of the judge is final.

SSF City employees and commissioners are eligible to exhibit but may not win prizes.

**All the cash award finalist(s) will be required to submit a completed a Vendor Verification form and W-9 Taxpayer Identification form to receive the cash award.**

## **BEFORE SUBMITTING YOUR ENTRY**

### **PLEASE READ the Following Waiver and Release of Liability to which You Will Be Bound.**

I agree that my participation as an exhibitor in the City of South San Francisco's October 2025 "Past, Present, Future" Art Show is voluntary and that I assume all risk of injury, illness, damage, or loss to me or to my property that might result from my participation. I further agree (on behalf of myself and my family members, personal representatives, heirs, executors, administrators, agents and assigns) to release and discharge the City of South San Francisco and its officers, employees, and agents, from any and all claims, liability, loss, penalties, expenses and costs (including attorney's fees), or causes of action (known or unknown) (collectively, "Liability") arising out of my participation, except to the extent that such Liability is caused by the gross negligence or willful misconduct of the City. I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS WAIVER AND RELEASE AND I FULLY UNDERSTAND THAT, BY MY PARTICIPATION, I AM WAIVING ANY RIGHT THAT I MAY HAVE TO BRING A LEGAL ACTION OR TO ASSERT A CLAIM AGAINST THE CITY FOR NEGLIGENCE.

Participation constitutes permission for City of South San Francisco to use exhibitor's name, likeness or art entries for publicity and promotional purposes without additional compensation unless prohibited by law. By entering the October 2025 "Past, Present, Future" Art Show, you fully and unconditionally agree to be bound by the rules and the decisions of the South San Francisco Cultural Arts Program, which will be final and binding in all matters relating to the October 2025 "Past, Present, Future" Art Show.

*The South San Francisco Cultural Arts Commission is a citizen's advisory board appointed by the City Council. The Commission exists to support, promote, and protect community interest and diversity in art, culture, and creative expression.*

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## **FOR MORE INFORMATION**



### **SSF Parks and Recreation Department**

Library | Parks and Recreation Center  
901 Civic Campus Way, SSF, CA 94080  
PH: (650) 829-3800

Ercie Santos, Cultural Arts Specialist

[ercie.santos@ssf.net](mailto:ercie.santos@ssf.net)

Phone: (650) 829-3810

[www.ssf.net/culturalarts](http://www.ssf.net/culturalarts)

# PREPARING ART FOR LIVE ART GALLERY EXHIBITION

## GENERAL REQUIREMENTS - ALL ENTRIES

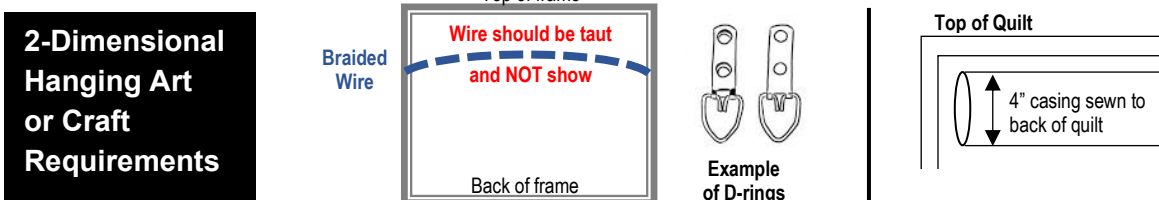
- Entries must be finished and dry with any moveable parts securely adhered or fastened. No raw-edged glass will be accepted. Artworks will be disallowed if incomplete, wet, excessively fragile, or hazardous.
- Include **Height, Width and Depth-if appropriate** for ALL entries.
- ALL art must include a 3"x4" label **securely adhered** to the back or bottom of the entry with the following information centered and legibly printed:

**Title of art** (or "untitled"); **Artist Name**; **Type of Media**; **Sale Price** (or "NFS")

- If applicable for this exhibit: Entries may be entered and/or exhibited in one media category only. The South San Francisco Cultural Arts Program reserves the right to assign entries unclearly designated to the most suitable media category.

## TWO DIMENSIONAL ENTRIES

- Entries must be display-ready for wall hanging. This includes appropriate framing with **both**:
  1. **Medium or large sized D-rings** (flat hangers)
  2. **Sturdy and secure braided wire.** (string or yarn is not acceptable)
- Hardware should not project beyond the back of the frame. Keep the wire taut. Allow 3 to 4 inches of excess wire on each D-ring. Securely knot the end of the wire on the D-ring then twist another inch of the excess up the rest of the wire.
- **Clip frames, screw eyes, hooks, and sawtooth hangers are NOT acceptable!**
- 2-dimensional art entries may not exceed 50 pounds.
- If entering a large or bed-size quilt - a **4" hanging sleeve sewn** to the top of the entry's back is required.



## THREE DIMENSIONAL / FREE-STANDING ENTRIES

- 3-D art or craft should stand securely and independently.
- If needed, the artist should include a display stand, easel, or pedestal, which also should be labeled.
- Entries should not be excessively heavy or wide.
- Entries that require special handling must be approved. The artist is responsible for installing and removing pieces that require special handling.

Due to space and facility limitations, some artworks may not be suitable for entry. If there is a concern regarding the eligibility of a piece or for large-scale and other pieces requiring special considerations, contact the Cultural Arts Specialist (650) 829-3810 or SSF Recreation office, (650) 829-3800.

**INAPPROPRIATE DISPLAY METHOD MAY DISQUALIFY A PIECE FOR EXHIBIT.**