



The City of South San Francisco Cultural Arts Program

CALL FOR ENTRIES

JULY 2026 ART SHOW



FREE TO BE...ME

Artists have the liberty to showcase their infinite creativity, unbound by a theme.

ONLINE ENTRY DEADLINE: Sunday June 28, 2026

2026 EXHIBIT OPENING WEEKEND

Friday, July 10 | 6:00 p.m. - 8:00 p.m.

Saturday, July 11 | 10:00 a.m. - 3:00 p.m.

ADDITIONAL GALLERY HOURS

July 13 through 31, 2026

Weekdays (Monday-Friday) | 10:00 a.m. - 5:00 p.m.

Library | Parks and Recreation Center

901 Civic Campus Way, SSF

3rd floor, Gallery Room

Special Evening Hours: Tuesday, July 28, 2026

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. **(completed on or after May 1, 2024)**
- This is an open exhibit. There is no theme.
- **Required: A brief artist statement describing their creative process or inspiration.*** (not to exceed the 300 Character limit).

** The Cultural Arts Program reserves the right to edit statements that are over the character limit, have errors 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^{***}: 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.

2026 CALENDAR (Subject to change)

Sunday, June 28	Online Entry deadline
Tuesday, July 7	Hand Delivery of Entries to 3 rd Floor Gallery 2:30 p.m. to 3:30 p.m. and 5:00 p.m. to 7:00 p.m.
Friday, July 10	Exhibit Opening Weekend 6:00 p.m. to 8:00 p.m. (<i>Artist Reception</i>)
Saturday, July 11	10:00 a.m. to 3:00 p.m.
July 13 through 31	Additional Gallery Period 🌟 (Monday-Friday) 10:00 a.m. to 5:00 p.m. 🌟 READ: The “Additional Gallery Period” section that follows for the pick-up date if you are <u>not</u> participating in this extended exhibition.
Tuesday, July 28	Special Evening Hours 10:00 a.m. to 8:00 p.m.
Monday, August 3	Art Release & Pick-up at 3 rd Floor Art Gallery 4:00 p.m. to 7:00 p.m.

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 3rd Floor gallery room and exterior wall. Artists will be notified if their work is **not** selected for the additional gallery period.

🌟 **If the artist opts out of participation in the “Additional Gallery Period,”** their art must be picked up during business hours, (8:00 a.m. - 5:00 p.m.), **on Monday, July 13**. Pickup location is at the Parks and Recreation Administrative offices located on the same floor as the art gallery.

A virtual exhibit of selected entries will also be available following the weekend exhibit opening. The virtual exhibit runs for at least 30 days.

(For online gallery link, visit: www.ssfca.gov/culturalarts)

ACCEPTANCE OF ENTRIES / ENTRY LIMIT

- Three entries per exhibitor maximum. (A set or series of up to three (3) related components is considered one entry.) Entries may be limited depending on space available.
- **Artists will be contacted by the Friday before the Hand Delivery date 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, July 7**. (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 – Sunday June 28, 2026.**

ENTRY PROCESS

1st) 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.ssfca.gov/CulturalArts.

- Select the “**Current Opportunities for Artists**” link. QR to page →



2nd) Hand deliver your entry(s) on:

- Tuesday, July 7, 2026
- 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 3rd 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@ssfca.gov.

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 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 Gallery Period of July 13 through 31.

Sales will be handled through the Recreation Office. Artists are required to submit a completed **W-9 Taxpayer Identification form** and **Vendor Verification form** if their entry(s) are sold. Artists will be paid by check pending receipt and acceptance of the appropriately completed forms. Sold artwork will remain on exhibit and will be released to the purchaser on Monday, August 3. Artists will receive payment approximately four (4) to eight (8) weeks after the artwork release date.

REMOVAL OF WORK

Accepted works shall not be removed from the live exhibit prior to the release date and time of Monday, August 3rd, from 4:00 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 artist'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 artists 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 finalists in each of the two media categories.

❖ Cash Awards:

In 2-dimensional art and in 3-dimensional art

1st place - \$50 (Fifty dollars)

2nd 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 artists 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 artist/exhibitor in the City of South San Francisco's July 2026 "Free To Be...Me" 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 artist's/exhibitor's name, likeness or art entries for publicity and promotional purposes without additional compensation unless prohibited by law. By entering the July 2026 "Free To Be...Me" 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 July 2026 "Free To Be...Me" 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.

FOR MORE INFORMATION

South San Francisco Parks and Recreation Department



Library | Parks and Recreation Center
901 Civic Campus Way, SSF, CA 94080
WEB: www.ssfca.gov/CulturalArts
PH: (650) 829-3800

Ercie Santos, Cultural Arts Specialist
ercie.santos@ssfca.gov
Phone: (650) 829-3810



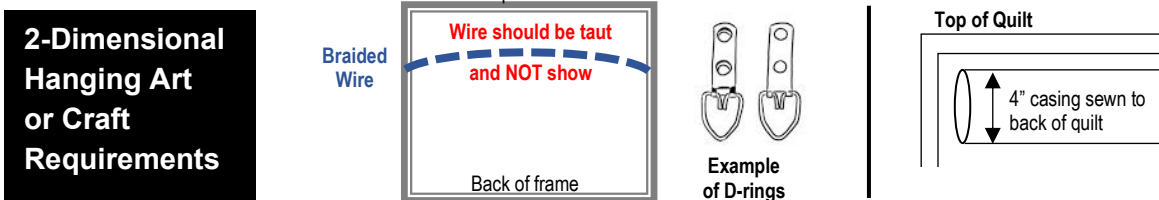
PREPARING ART FOR LIVE ART GALLERY EXHIBITION

GENERAL REQUIREMENTS - ALL ENTRIES

- Entries must be finished and dry with any moveable parts securely adhered or fastened. Raw-edged glass will not 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, (email: ercie.santos@ssfca.gov, phone: 650-829-3810), or at the SSF Recreation office, (650) 829-3800.

INAPPROPRIATE DISPLAY METHOD MAY DISQUALIFY A PIECE FOR EXHIBIT.