

Justice Center Windows 2019



About the windows:

The Windows are located on SW Madison St. between 2nd & 3rd Ave Portland, Oregon. Installations are administered by elected volunteers that are members of Oregon Potters Association (OPA). There are no commissions or fees for displaying artwork. Artwork has excellent exposure to pedestrians, and items regularly sell. Artwork is not insured, either by the Justice Center, OPA or the designated liaison, so please make arrangements for your own coverage as needed.

There are three “windows”. Each window is about 5' tall x 20' long, and about 22” deep, with 16 linear feet of slat wall. Each window has six 40” full-height panes; the two on each end open to gain access, and the middle panes are fixed. They are not heated or moisture proof. Doors openings are 37” wide and 66” high. Windows are number 1,2,3 from west to east (towards the river). Number three gets the most sun exposure. During warm months don't put anything that could melt or be sun damaged in that window. In winter months dress warm and waterproof, it gets very cold.

Windows open onto the sidewalk and are loaded from the sidewalk (which is not covered).

If you haven't displayed there before, please visit the windows to get a feel for the space and look at the fixtures.

Fixtures provided:

- Black Slat wall Panels cover most of the back wall. Approximately two feet on each end is mirror wall.
- Pedestals of various sizes
- Two types of hooks
- Small collapsible wire easels for plates or small pictures.
- Plastic shelves, 13” deep x 24” wide and can hold up to **10 pounds**.
- Track lighting provides around the clock light! **Carefully point them to the art (please don't force them; they only turn easily, but only certain ways).**
- Plug-ins that attach to the tract light to provide 120V power. Please ask if you need help with the fixtures.

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Things you will need for loading day:

- Pricing that is visible once installed.
- Signage with your contact information website, email, phone or QR codes.
- Signs or banners can be attached with removable gum tack or scotch command strips.
- You are welcome to bring a canopy if the weather calls for rain.
- Rag towels for drying off the inside of the windows and floor if it's wet.
- Drape (paper or cloth for the floor of the window)
- Tools you think you will need during installation.

No thumbtacks, nails, or tape can be used on the slat wall.

Load and Unload day:

Sunday morning loading(install) at 10am-12pm and unloaded at 9:00am. This activity is on Sunday morning because it is the least busy time for the Justice Center *and parking downtown is free until 1:00pm.*

I will meet you there along with the other artists (organization) for the windows, to unlock them and help where I can. I will have some tools, cleaning supplies, and a ladder. The last window needs a ladder to get into it.

THERE IS NO PARKING IN FRONT OF THE WINDOWS. You can unload your work in front of the windows but it is police parking only, you will need to park in another area. Parking citations are the responsibility of the showing artist. Sunday morning is pretty quiet and spaces are generally available within 2 blocks. There is a Starbuck's close by for that much needed jolt, or if you need restrooms. Installing the windows is done within 2 hours.

After Installation:

Once artwork is installed I like to not go there again until the scheduled unloading. Purchases of artwork can occur on unloading day or after. Please inform any interested patrons.

You are welcome to advertise a workshop, a gallery where your work is currently shown, or a website. I have my number on the windows in case someone is interested in buying something. You are welcome to promote your work in a newsletter, website, or other means.

Thank you,

Justice Center Sidewalk Gallery Coordinator
Oregon Potters Association