

HIGHLAND MAIN STREET'S POP-UP GALLERY

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Artist Submission Guidelines and Agreement

May 2011

Thank you for your interest in exhibiting with Highland Main Street's Pop-Up Gallery. All artwork submitted will be reviewed for appropriate style and content. Submission of artwork does not guarantee that it will be shown.

ENTRY QUALIFICATIONS

The artist must be 18 years or older.

ELIGIBILITY

- All 2-D fine art media are eligible, including painting, drawing, photography, fiber, graphics, and mixed media.
- All work must be original and completed within the past two years.
- All work must be suitable for display to an all-ages audience.
- All work **MUST BE FITTED WITH WIRE**. Saw tooth-type hanging devices will not be accepted.
- Work must not weigh more than 50 pounds.
- Work must not contain dangerous or sharp materials that could cause injury.

Accepted artists shall receive, and must comfortably fill, approximately 20-30 linear feet of wall space.

HOW TO SUBMIT YOUR WORK

Artists must send digital images. Do not send slides or original art. Do not submit flash drives. Your submission will not be returned.

- 1) Sign and submit this Agreement
- 2) Supply JPG files of 6-10 pieces of your work on a CD to the Redevelopment Director, Town of Highland, 3333 Ridge Road, Highland, Indiana, 46322, or email a zip file containing art VIA YOUSENDIT.COM to judith@judithmayer.com. **DO NOT** email images directly.
 - Digital images must be 300 DPI or larger
 - Digital images must be at least 5" in height
 - CD or email should include a text document with an inventory of the images:
 - Title of Artwork
 - Media & year
 - Height x width in inches
 - Price or NFS
- 3) Supply Artist Statement. This is a paragraph or two about your art. Explain why you have selected the subject matter for your work. Give the committee insight into what it is you are trying to communicate through your art.
- 4) Supply Artist Resume.
- 5) Supply Website Address if you have one.

NOTIFICATION

Notification of accepted artwork will take place as opportunities occur. There is no fixed schedule of future exhibitions.

No phone calls. We will contact you via email if you are selected for a Pop-Up Gallery.

INSTALLATION

Artists are responsible for the delivery, installation and removal of their work. A representative will be present during installation to determine the layout of the gallery space and demonstrate consistent hanging procedure. The representative shall have sole and final authority with respect to all issues concerning the display of the artwork.

Highland Main Street reserves the right to reject any work that:

- does not meet the requirements,
- misrepresents the images previously sent to the Art Curator,
- may be objectionable or unsuitable as determined by the Art Curator and Highland Main Street, or
- is too fragile for exhibition.

LOAN RETURN

The work will be returned only to the owner or lender at the address stated on this Agreement unless Highland Main Street is notified in writing to the contrary. If Highland Main Street, after making all reasonable efforts and through no fault of its own, shall be unable to return the work within ten (10) days after termination of the exhibit, the work shall be deemed a gift to Highland Main Street.

TRANSPORT

Highland Main Street does not provide a budget for pick-up and delivery of work. Lenders are responsible for their own delivery and pick up of work, unless other arrangements have been made in advance.

INSURANCE

Highland Main Street will not provide insurance. The lender may wish to acquire an insurance policy against all risks of physical loss or damage from any external cause while on location during the period of this loan. The lender releases Highland Main Street and its officers, the property owner, and the Art Curator from any liability in connection with the work.

PUBLICITY

Highland Main Street agrees to: provide publicity in press releases to local and area media outlets and will also provide a reception. The Lender agrees that photos can be taken at the reception by Highland Main Street for promotional purposes and by visitors.

SALES

Work in the show will be listed for sale unless otherwise instructed. All sold work must remain on view for the duration of the exhibition. No commission will be charged on sales.

PLEASE READ, SIGN AND RETURN:

I hereby acknowledge that I have read and complied with the rules of eligibility. I agree not to make any claims, now or in the future, against Town of Highland, Highland Redevelopment Commission, Highland Main Street, the property owner, and the Art Curator for the loss, damage or destruction of the artwork described above, and further acknowledge and agree to hold harmless and agree to indemnify Town of Highland and its partners for any claims or actions brought against it for the loss, damage or destruction of the artwork described above, whether caused in whole or part by the sole acts of negligence of Highland Main Street.

This release allows Town of Highland and its partners to display any and all of the materials, art or imagery that I have provided.

I understand that my work may appear in advertising and marketing materials, on-line and on social media sites to promote the Pop-Up Gallery, Highland Main Street Organization and its events, now and as long as the Pop-Up Gallery is supported by Highland Main Street.

I understand that I will receive no monetary compensation from Highland Main Street, Town of Highland, Highland Redevelopment, the Art Curator, or the owner of the gallery space.

Artist's Signature

Printed Name _____

Street Address _____

City/State/Zip Code _____

E-mail Address _____

Phone Number _____

Art Curator's Signature

Printed Name

Highland Main Street President's Signature
or Redevelopment Director's Signature

Printed Name

Property Owner's Signature

Printed Name

RETURN TO

Cecile Petro, Redevelopment Director
Town of Highland
3333 Ridge Road
Highland, Indiana 46322