

APPLICATION INFORMATION

The Hutchinson Public Art Design Council sponsors the Council Chamber Art Gallery Exhibit at City Hall, 125 East Avenue B, Hutchinson, during regular City Hall hours (8 a.m. to 5 p.m., Monday through Friday). Applications to show artists' work will be considered by the Design Council.

Art will be selected based on artistic and cultural significance that encourages public education and appreciation of the arts as well as demonstrates professional excellence and creativity, taking into consideration the general standards of decency and respect for cultural diversity. Other selection criteria include originality, overall impression, craftsmanship, and appropriateness for the venue, as well as review of supporting documentation.

Rules for displaying art in Hutchinson Council Chambers:

1. Artist from Reno County must be 17 years or older, unless otherwise approved by the Design Council.
2. Artists must complete application form and waiver and submit a one-page bio.
3. Value of art must be listed, even if the art is not for sale (NFS).
4. The artist **MUST** deliver art to City Hall and unpack it at the agreed upon date and time.
5. Due to the Council Chamber wall-mounting system, hanging pieces must be backed with **secured, sturdy hanging wire**, and must be **framed**, when applicable.
6. Labels for the art will be provided. Please list the name of the artist, the title of the work, medium and a price list (if Not for Sale, note as NFS).
7. Art must remain displayed for the entire exhibit, unless approved by the Design Council. The Artist must make arrangements for pick-up at the end of the exhibit.
8. When applicable, artists will check art listings for accuracy of their information when they deliver their art.

Interested buyers will contact and pay artists directly. However, artists should inform the Design Council of sales, so "sold" notification may be placed on the art. The City of Hutchinson does not take a percentage of sales. However, artists may choose to donate a percentage of sales to the Public Art Trust Fund for future programming. Donations are tax deductible.

A one-page artist bio is requested for visitors and potential customers to read. The bio may include photos of the artist, additional art by the artist, information about previous shows and awards, how the artist became interested in art, the artist's background, etc. Bios should be printed in at least 12-point font as it will be used for public display.

The Council Chambers Art Gallery exhibits are organized by the Hutchinson Public Art Design Council. Questions may be directed to Meryl Dye, Assistant City Manager, (620) 259-4118, or meryld@hutchgov.com.

APPLICATION FORM

Complete this section and return it with the waiver form and a one-page artist's bio by appropriate submission date. Include a high resolution jpg image of each piece of art listed below and an image list. Indicate **both** value and NFS, if your entry is Not For Sale.

Name _____ e-mail _____

Address _____

Home phone _____ Cell Phone _____ Work Phone _____

Artist website _____

	Title	Medium	Value/NFS
1.	_____	_____	_____

Approx. Size _____ 2-D? _____

2. _____

Approx. Size _____ 2-D? _____

3. _____

Approx. Size _____ 2-D? _____

4. _____

Approx. Size _____ 2-D? _____

5. _____

Approx. Size _____ 2-D? _____

(List of additional art may be attached to this form.)

Approximately how much total linear wall space will your art fill? _____

Email your application, waiver and jpg files or upload to a file share service such as Drop Box, and send a link to:

Meryl Dye meryld@hutchgov.com

Subject Line: Council Chamber ART Gallery Exhibit

WAIVER & RELEASE
City of Hutchinson, Kansas
Council Chamber Art Gallery Exhibit

For and in consideration of the display of the art described below (“Artwork”) on City of Hutchinson (“City”) property, I, the undersigned Owner of the Artwork (“Owner”) do hereby agree as follows:

- Owner authorizes the City to take and to use, at its discretion, any photographs or videos of the Artwork while displayed on City property, including use on the City’s website, social media sites and Channel 7, and forever waives any and all claims that Owner may have, or claims to have, resulting from the use, publication, or dissemination of such photographs or videos.
- Owner also authorizes the City to include a link to Owner’s website, at the City’s discretion, on the City’s social media sites, website or any other City communication.
- Owner agrees that the City has the absolute right, in its sole discretion, to remove or relocate the Artwork; however, the City agrees to inform the Owner of any such change within 48 hours.
- The City shall provide property insurance coverage for said Artwork while on exhibit, but not in transit. The City shall not be responsible for any amounts of damage beyond the coverage provided by the City’s insurance. Any damages in excess of the City-provided insurance shall be the responsibility of Artist. The City will not reimburse Artist for additional property insurance coverage.

I have read and understand the above and foregoing Waiver and Release.

Owner Signature: _____

Printed Name: _____ Date: _____

Phone Number: _____ e-mail: _____

Title of Artwork:

Brief Description of Artwork:

