OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 (248) 691-7405 www.oakparkmi.gov

Public Art Exhibition Application Guidelines

Exhibit space is available to display the work of artists or groups at the Oak Park City Hall Gallery. The Oak Park Arts and Cultural Diversity Commission, on behalf of the city, is pleased to invite artists to submit their artwork for consideration for future exhibits in the gallery.

ACDC is looking for two-dimensional artwork for the lobby of City Hall for the duration of a quarterly exhibition period and seeks art that represents the diversity of our community. Varied artistic styles and mediums are welcome. All artists are encouraged to apply; however, priority is given to Oak Park resident artists.

Artwork should reflect positively on our community and must be suitable for public display.

To apply, please follow these guidelines:

- Email a completed copy of the City Hall Art Exhibition Application and a website link for artwork to be submitted to btoth@oakparkmi.gov. Questions can also be emailed to that address.

OR

- Submit a hard copy of the City Hall Art Exhibition Application and images (8.5 x 11" or smaller) in an envelope to:
  City of Oak Park, City Manager's Office
  14000 Oak Park Blvd, Oak Park, MI 48237
  labeled "Oak Park Arts Cultural and Diversity Commission."

Submissions are accepted on rolling basis. New exhibitions are chosen quarterly.

The Arts and Cultural Diversity Commission reserves the right to invite artists who do not apply and reserves the right to deny artists who submit proposals through the application process. Also, these are public spaces visited by people of many cultures, ages, and nationalities. It also reserves the right to not exhibit work deemed unsuitable - a list of prohibited content is listed in the City's Advertising Policy.

(Cont.)

Space available: The Arts and Cultural Diversity Commission encourages artists to visit and preview the space at Oak Park City Hall.

- There are two displays for art inside City Hall. The first is inside the City Hall atrium. The second is inside the City Hall finance atrium. Both areas are 8 feet wide by 4 feet tall hanging grids between two pillars.
- Artists are responsible for their own installation and removal of artwork. All work must be ready for exhibiting and wired for hanging. No exceptions. Artwork not ready to hang as required will not be exhibited. There is no storage for packing materials.
- Artists must label artwork with descriptions and prices. Object labels must be formatted in the following manner:
    I. Artist's name in 16 pt.
    II. Artwork's title in 16 pt. bold
    III. Date of artwork in 14 pt.
    IV. Any additional information, such as media type, etc. in 14 pt.
- Artists must coordinate their exhibition hanging with any reception planned by the Arts and Cultural Diversity Commission. Twenty percent of revenues from the sale of artwork will go to the Arts and Cultural Diversity Commission to help fund artist receptions.

Liability - Please be advised that every reasonable precaution will be taken during the exhibition of artwork, however, the City of Oak Park, their officials, officers, employees, commissions or volunteers do not assume responsibility for any loss or damage incurred in connection with the display at the Oak Park City Hall Gallery. Artists must agree to use their own insurance for claims of loss or damage.

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City Hall Art Exhibition Application

Name: _____ Phone: _____

Email: _____ Website: _____

E-mail is our preferred method for contacting potential exhibitors.

Address: _____

City: _____ State: _____ Zip code: _____

I have read the Oak Park City Hall Exhibition Guidelines. I agree to abide by all policies and regulations established and understand that I maintain full liability for my art when displayed.

Artist signature: _____

Note: Please attach an artist statement of no greater than 100 words.

Artists must be 18 or older to sign. If artist is between 14 and 17 years old, a parent or guardian must sign. In that case,

Name of parent or guardian: _____ Phone: _____Age of young artist _____

#	Title	Size (H X W)	Price
1			$
2			$
3			$
4			$
5			$
6			$
7			$
8			$
9			$
10			$

List of images submitted (minimum of six required, not to exceed 10)