

Art in the Town Hall

Policies and Procedures

Art in the Town Hall is a collaborative venture between the Town of Jericho and a committee of volunteers involved in the arts (the “Committee”). The purpose of the project is to enhance the visibility of our art community through a series of exhibits at the Jericho Town Hall. The Committee includes Jericho Selectboard member Catherine McMains, Dianne Shullenberger, Emilie Alexander and Barbara Greene, and it has established the following policies and procedures for the project:

Designation of a Coordinator:

In order to facilitate communication between the Committee and the exhibitors, the Committee will designate a Coordinator in connection with each respective show. The Coordinator will be responsible for working with the Committee and the exhibitors to organize, install and manage the exhibit, and his/her tasks will include but not be limited to:

- (1) handling all communication between the exhibitors and the Committee,
- (2) assuring that deadlines are met and required materials are submitted on a timely basis,
- (3) arranging for delivery and return of artwork accepted for the show,
- (4) providing on-site assistance installing and dismantling the show, and
- (5) working with the Committee to assure a rewarding and positive experience for the participants, the public and the town.

What Type of Artwork May be Considered for Exhibit?

- A. Two- and three-dimensional artwork in all mediums will be considered for exhibit, so long as the work can be hung. We will not be able to consider exhibiting any free-standing artwork at this time.
- B. The Committee reserves the right to determine the maximum size of artwork that will be considered for any given exhibit, to limit the number of artworks to be displayed, based on the type of artwork to be shown and the space available for display and to exclude from exhibit any artwork it deems inappropriate for display in the venue.

How to Submit Work for Consideration

- A. All submissions must be presented in jpeg format on CD, together with written documentation including the name of and contact information for the artist, the title of the piece and the medium(s) in which it was created, the dimensions—including the frame (or unframed for work not intended to be framed), or height, width and length, as appropriate for three-dimensional work. Depending on the nature of the artwork to be submitted, however, the Committee, in its sole discretion, may waive the CD requirement and determine that the work be seen in person instead. The Committee may decide that work submitted for any and/or all exhibits shall be juried.
- B. The Coordinator is responsible for collecting and mailing or delivering all CDs to: Barbara Greene at blgreene@myfairpoint.net or PO Box 12, Underhill, VT 05489.

Ready to Go—Requirements for Artwork Accepted for Exhibit

- A. All work accepted for exhibit must be ready for display:
 - (1) Paintings, prints, drawings and other two-dimensional work must be suitably framed with wire for hanging; we will not accept work intended to be hung with saw-tooth hangers. We will also accept “gallery wrapped” canvases, so long as the edges are painted and the

piece is ready to hang with wire attached to the back of the piece.

- (2) Other two-dimensional work and three-dimensional work not intended to be framed must be suitably prepared with wire and/or hooks with which to hang the work securely.

B. The name of and contact information for the artist, the title of the work and medium(s) in which it was created must be written on the back of or securely attached to the back of each piece. To assure consistency throughout the exhibit, the Committee will provide tags for display of this information—as well as the price if a piece is for sale—next to each piece of artwork.

Sale of Work

If an exhibitor wishes to sell his/her work, he/she will be solely responsible for all aspects of any sale(s), including but not limited to pricing, sales tax, delivery of work sold and any and all negotiations and arrangements with the purchaser(s). Neither the Town of Jericho nor the Committee will take any commission on any sales made at or as a result of the exhibit. The artist shall promptly notify the Coordinator and the Committee of the sale of any work on exhibit, and no work may be removed from the exhibit without prior notice to and acknowledgment by the Committee. The Committee will designate one of its members as the contact person for this purpose.

Making Decisions About the Exhibit

We encourage input from exhibitors regarding the show in which they are participating. Please know, however, that the Committee has sole authority for final decisions about the type of work we will consider for exhibit, the display and placement of all artwork, and all other issues that may arise in connection with the exhibits.

Insurance Matters

A. No insurance is or will be available from or provided by either the Town of Jericho, the Committee or its individual members in connection with the exhibits, and neither the Town of Jericho, the Committee or its individual members will assume any liability for loss or damage to the artwork submitted to and/or accepted for exhibit. We encourage all exhibitors to provide their own insurance for artwork during and in transit to and from the exhibit.

B. All exhibitors are required to sign a participation agreement, acknowledging their consent with these policies and procedures and releasing the Town of Jericho, the Committee and its individual members from any and all liability in connection with their respective exhibit.

Publicity

The Committee will work with the Coordinator to advertise the exhibits and engage the public. The Coordinator will be responsible for preparing and/or working with exhibitors to prepare all press releases, notices, calendar notes, etc., about the exhibit, and delivering or emailing them to the Committee for review. We'll work with the Coordinator to edit and proof all such items if necessary, but any and all items intended for public distribution about the show require prior Committee approval.

Once the Committee has approved the material, we'll distribute information about the show to the media and advise the Coordinator as to where, in what form and when we expect that information to appear. The Coordinator will be responsible for distribution of the information to local arts groups, libraries, churches, shops, etc. The Committee will work with the Coordinator to gain the most advantageous publicity for each exhibit and avoid duplication of efforts.