



## CITY OF NEWTON - CULTURAL DEVELOPMENT

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### ART EXHIBITION GUIDELINES AND POLICIES

The City of Newton is offering the opportunity for artists and art organizations to use certain parts of the first and second floor hallways of City Hall to display original artworks. Our goal is to display high quality, original artworks, with a preference being given to local artists.

### PROCESS

In order to display artwork at City Hall, artists or art organizations must submit a [Gallery Exhibition Interest Form](#) which is available on the City of Newton website. You may also request a hard copy in-person at the Cultural Development Office.

Submissions must be original artwork of the artist. Artwork cannot show images of violence, political views, or profanity. Submissions will be reviewed and juried by a board composed of representatives of the Cultural Development Office. The board will have sole and exclusive discretion about which artwork will be displayed. All decisions are final and not subject to an appeals process.

Once notified of acceptance of a submission, the artist or organization must contact the Office of Cultural Development to arrange or confirm exhibit dates, and other deadlines.

The artists retain all copyright in any work submitted for consideration. However, by displaying artwork in City Hall, the artist grants a license to the City to freely use, print and reproduce the work, in whole or in part, for promotional, or any other purposes.

The City of Newton assumes no responsibility for lost, stolen, or damaged items while in transit, on display, or during installation or removal of the exhibit. All artwork displayed in City Hall is done so at the artist's risk.

### APPLICATION SUBMISSION REQUIREMENTS

The City of Newton encourages artists to submit their applications via electronic submission of the [Gallery Exhibition Interest Form](#). Additional requirements:

- 3-5\* digital images representative of the work you would like to exhibit. The images should be of recent 2-dimensional, original work in 1200 pixels minimum dimension on the shortest side (4" on the shortest side at 300 dpi), jpg format.

*\* It generally takes more than 10 pieces to fill our gallery spaces. If you are accepted please plan accordingly and be prepared to show enough pieces to fill the space to which you are assigned, keeping to the same body of work as shown in your submission.*

- .jpg files must be named in accordance with the following: Artist's Last Name\_Name of Piece\_Year Produced
- A 1-page art related resume with the artist's name, address, phone number, website address and email address.
- A brief description of the work.
- The month you are requesting to exhibit. Specify any limitations on showing months.
- If you are preparing a group application, send only 12 jpgs (for example for a 3-person show, 4 images per artist), one resumé per artist and one description of the combined works.
- If submitting a hard copy, you may do it in person or by mailing to the Office of Cultural Development: 1294 Centre Street, Newton Center, MA 02459
- If you are unable to electronically submit your application you may include the zip file on a hard drive and mail it to Office of Cultural Development: 1294 Centre Street, Newton Center, MA 02459

## **EXHIBITION SPACES**

Exhibit spaces are limited and are located on the 1st or 2nd floor hallways of City Hall, subjected to specific criteria:

### **First Floor**

The first-floor gallery will be reserved for artworks that are "community" type and cultural displays.

### **Second Floor**

The second-floor gallery will be reserved for artworks that are categorized as "fine art" type displays.

## **SIZE AND WEIGHT REQUIREMENTS**

For any artwork that is to be displayed on a wall, it must comply to the following dimensions and weight:

- Maximum Dimensions: 72" in either direction, and no more than 5" depth from the wall (front to back of the piece)
- Maximum Weight: 18 pounds per piece

## **LENGTH OF DISPLAY**

All artwork and cultural displays will be scheduled for a 30-day period with definite display dates established in advance. It is the sole responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule.

## **SUBMISSION DEADLINES**

Requests for submissions must be received by the Office of Cultural Development through the Gallery Exhibition Interest Form or via email at [dmoriarty@newtonma.gov](mailto:dmoriarty@newtonma.gov). Acceptances will operate on a rolling admissions process, and the exhibitor will be notified of their acceptance by email. Only accepted artworks will be notified, all other's will not be notified and may submit a new application for the following display period. A listing of all current exhibitors will be posted on the Cultural Development website.

## **INSTALLATION AND REMOVAL OF EXHIBITIONS**

The artist will take full responsibility for hanging and removing items in the hallways of City Hall. Prior to display, the artist or organization will provide the Office of Cultural Development with an itemized list of artworks to be displayed. The artist or organization will use the installation system currently in place (cable/rod suspension). If additional materials are needed, the artist or organization is responsible for supplying their own installation materials, which will first be approved by the Office of Cultural Development prior to installation, and installation of an exhibit must conform to the stated size and weight policy. It is the responsibility of the artist or organization to install and remove an exhibit. Installation and removal will be coordinated at a time convenient for City Hall workers and a time that is least likely to cause inconvenience. If assistance is required, it is the responsibility of the artist or organization to provide such assistance, no City employee will be obligated to assist the artist or organization. The artist will be liable for replacing any cables that are damaged due to misuse or abuse during the installation and removal process.

## **EXHIBITION ANNOUNCEMENTS**

The artist or organization is responsible for notifying the Office of Cultural Development of all exhibit announcements, promotions, press releases, price lists, and anything associated with the artwork. Such information may be included in social media accounts, city's website, community newsletter or local newspaper, public television channel, local radio segment, or event handouts or advertisements. All publicity created by the City of Newton, and any photographic or written record of the exhibit, is the property of the City of Newton. The exhibitor must provide a display card, describing the artwork, or title label, indicating the name of the artwork, the artist's name, medium used, and price of piece, if applicable.

## **SALE OF ARTWORK**

Artwork on display may be offered for sale by the artist. The artist is responsible for conducting the sale of any work directly with the buyer. Such transactions are private, and the City of Newton and its employees or representatives will not assist or participate in the negotiation or sale of any artwork. Any work that is sold during the exhibition period, should remain on exhibit throughout the designated period.

## DISCLAIMERS AND WAIVERS

The display space in City Hall is a limited public forum, and therefore, the City of Newton has the right to reject or take down any artwork that does not meet community standards or is controversial in nature. Artwork cannot show images of violence, political views, or profanity. The City of Newton does not endorse the content of any artwork. The City of Newton is not responsible for the accuracy or inaccuracy of any statements made in relation to the artwork. All selected artists are required to sign the Art Exhibition Release of Liability Form which releases the City of Newton and all its employees and representatives from any responsibility for displayed artwork. Non-compliance with any of the stated policies may result in the immediate removal of artwork.

For questions, please contact Newton Cultural Development at 617-796-1540 or email Danielle Moriarty at [dmoriarty@newtonma.gov](mailto:dmoriarty@newtonma.gov)

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*For office use only:*

Exhibit approved: Y / N by: \_\_\_\_\_

Exhibit date requested: \_\_\_\_\_

Exhibit date approved: \_\_\_\_\_

**GALLERY EXHIBITION RELEASE OF LIABILITY FORM**

I (print name), \_\_\_\_\_, agree to the following:

I acknowledge that that my artwork or other items on display (the Artwork”) may be lost, stolen, damaged, or suffer destruction during the transportation, unpacking, installation, during the exhibition, or removal and I acknowledge and understand the risk involved by allowing such property to be displayed by the City of Newton.

I acknowledge that the City of Newton does not insure the Artwork and I may choose to acquire my own insurance, a copy of which will be provided to the Office of Cultural Development.

I understand that I am solely responsible for transportation, unpacking, installation, and removal and when setting up the exhibition I must obtain approval for the method of display approved by the City of Newton.

I understand and acknowledge it is my sole responsibility to promptly remove the artwork when directed to do so. If I fail to remove the Artwork within 7-days of the end of the exhibit, I hereby grant the City of Newton absolute ownership to the Artwork.

The City of Newton has the absolute right, in its sole discretion, to remove or relocate the Artwork.

By signing this Release, I hereby agree to indemnify and hold the City of Newton, its officers, employees, volunteers and agents, harmless from intellectual property infringement, including but not limited to copyright, patent, or trademark infringement.

By signing this Release I hereby agree to indemnify and hold the City of Newton, its officers, employees, volunteers and agents, harmless from any and all claims, demands, causes of action and judgments, losses, costs and expenses, including but not limited to reasonable attorney’s fees, which I may have or which my heirs, executors, administrators or assigns may have or claim to have against the City of Newton, its officers, employees, volunteers and agents for all physical and/or personal injuries or property damage in any way resulting from or arising out of, directly or indirectly, my participation in the above described program or activity

I hereby represent and warrant that I have read the Art Exhibition Release of Liability Form in its entirety and fully understand its contents. I have signed and waived voluntarily under my own free will, and by signing this I release and hold harmless the City of Newton from present or future claims of injury or damage relating to the above provisions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**For Individuals under the age of 18:**

I as a legal guardian understand the provisions herein and give the City of Newton permission to use the minor's name and artwork in City Hall and in advertisement campaigns.

Artist's Name: \_\_\_\_\_ Parent's/Guardian's Name: \_\_\_\_\_

Artist's Name: \_\_\_\_\_ Parent's/Guardian's Name: \_\_\_\_\_