

### Art Exhibit Proposal

This is a proposal form for artists interested in displaying artwork or historic artifacts within our galleries and will be reviewed by the Exhibits Committee, Arts Education and Exhibits Manager and Executive Director.

<b>Artist or Exhibitor's Name(s):</b>		
<b>Address:</b>		
<b>Phone:</b>	Home:	Cell:
<b>Email:</b>		
<b>Website:</b>		
<b>Social Media:</b>		
<b>Social Media:</b>		
<b>Social Media:</b>		

Please include a short description of what your proposed exhibit will be about. Attach a separate sheet of paper if needed.


Approximately what percentage of your artwork would be available for sale? \_\_\_\_\_%

Are you open to the idea of giving a short gallery talk during your exhibition? \_\_\_\_\_

**About the Artist(s): Please include a short biography about yourself. Attach a separate sheet of paper if needed.**


**Please include a short Artist's Statement about the artwork you do. Attach a separate sheet of paper if needed.**




Please include a disk of approximately 15 sample jpeg images of the work you do. While the submitted artwork does not need to be the exact images which will be included in the exhibit, they should be indicative of the style, media and genre of work you are proposing to be in your exhibit.

Please include a list of images on the attached disk, including titles, media and approximate size.

Title	Media	Approximate image size (not including frame dimensions)

For sales, the Center will retain a **35 percent commission for CCC Members and 40 percent for Non-Members on any work sold during the exhibition**. Payment for sales will be mailed to exhibitor at the following address within one month following the last day of the exhibition. It is the exhibitor's responsibility to supply the CCC with correct mailing address and contact information.

Send completed form with image(s) to:

Cedarburg Cultural Center  
ATTN: Jeanette Gabrys, Arts Education & Exhibits Manager  
W62 N546 Washington Avenue  
Cedarburg, WI 53012

### Cedarburg Cultural Center Exhibit Policies

1. The Cedarburg Cultural Center offers art and historical exhibits reflecting our mission to preserve the history and heritage of Southeastern Wisconsin, while enhancing the area's vital contemporary culture. Community art groups, individual artists, collectors or others wishing to exhibit art or artifacts may submit digital images, slides or material from previous exhibits for review, or present actual items by appointment. The Center staff and Board of Directors will consider issues of compatibility, quality and balance of programming in making exhibit decisions. Exhibits are typically scheduled *at least* one to two years in the future.
2. Exhibit spaces include our West Gallery (in the front half of the Center), our East Gallery (in the back half) and our Lobby Gallery (along the hallway connecting the two). The West Gallery accommodates 50-100 pieces, the East Gallery 40-70 and the Lobby Gallery 20-50. The Cedarburg Artist Guild maintains the Main Street Gallery on our premises, as an exhibit resource for Guild members.
3. While the Cedarburg Cultural Center is insured for loaned property, ***coverage provided by the Center is in excess over any other insurance available on the loaned exhibit items. In an effort to protect both the Center and owners of loaned exhibit items, the Center reserves the right to request insurance documentation and to limit the value of items accepted.*** In the event of an insurance claim, artwork is insured for its stated value on the exhibition contract.
4. The Cedarburg Cultural Center currently offers annual exhibitions of the Cedarburg Artists' Guild and Ozaukee County Art Show, and limits other group shows to once every three years.
5. During group art shows, Cedarburg Cultural Center staff works directly with one or two group leaders who are responsible for the following:
  - Coordinating submissions with their membership.
  - Conducting any associated jurying process.
  - Distributing Cultural Center exhibit contracts and securing signed copies from everyone in the show.
  - Providing photos and other publicity materials a few months in advance of the show.
  - Arranging strict artwork drop-off and pick-up times and providing volunteers to handle drop-off and pick-up and assist in show hanging, if needed.
  - Conducting follow-up to ensure that all items are picked up after the exhibit.
6. Artists may not show the same piece of artwork more than once on Cedarburg Cultural Center premises without prior consent, even if the artist is participating in multiple shows at the Center.
7. The Cedarburg Cultural Center reserves the right to decline individual items within a particular group exhibit even if the group exhibit as a whole is accepted.
8. Artwork must be appropriately matted, framed or otherwise presented and ready to hang or display in a case. 2-D art should be hung with wire – NO sawtooth hangers. The Cedarburg Cultural Center cannot store packaging materials or ship items back to the artist.
9. Artwork or other display pieces cannot be removed from the premises during the exhibit period.
10. Drop-off or pick-up of artwork outside of specified time frames is not allowed. The Cedarburg Cultural Center is not liable for the security of or damages to artwork dropped off or picked up before or after designated times. Works left behind longer than two weeks after the designated pick-up time become the property of the Cedarburg Cultural Center.
11. Artists warrant originality and ownership of the art works and that the art works will not infringe upon any copyright, right of publicity, moral right, or any proprietary or other right of any third party. The artist warrants that he/she has not used any copyrighted or licensed material (text or visual images) in the art works or in the making of said artworks without the express written permission of the owners of those rights.
12. Artists will indemnify and hold harmless the Cedarburg Cultural Center and anyone deriving his or its interest from, through, or under the Cedarburg Cultural Center, from and against any claim, suit, action, liability or expense (including reasonable counsel fees) arising out of any matter or claim which would result from presentation of the artist's art work at the Cedarburg Cultural Center or through using images of the artwork for publicity/advertising purposes.

**Exhibitor's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Your signature indicates that you have read and agree to abide by all CCC Exhibit Policies.