

PROSPECTUS FOR ARTISTS WISHING TO EXHIBIT
TWO-DIMENSIONAL ART AT
CITY HALL IN MADISON, ALABAMA

COORDINATED BY THE MADISON ARTS COUNCIL

GENERAL GUIDELINES

The following policies are presented to ensure that all artwork is displayed in a professional manner, regardless of quality of execution. These rules are for independent artists age 18 and older. There are separate guidelines for student work submitted through schools.

The Madison Arts Council reserves the right to refuse to hang any artwork that does not adhere to all of the following rules. A high standard of professional presentation of all artwork is quite important, as these pieces will be displayed in a public building. The overall appearance of each piece should reflect well on the character of the artist and also the City of Madison. Each artist must comply with all criteria.

Each exhibiting artist must be aware that the City of Madison, its employees, the Madison Arts Council and its members are not responsible for theft of or damage to any artwork displayed. The artist is responsible for insuring the artwork, if desired.

PRESENTATION OF ARTWORK

- A. All work must be the original, personal work of the artist. Pieces must have been executed independently, not done in a class, workshop, or similar situation.
- B. No imported artwork, items made from kits or patterns, or items purchased for resale will be allowed. If such work is identified after it is hung, the piece will be taken down and replaced.
- C. Only two-dimensional, wall-hung work on canvas, canvas panel, or paper will be accepted. There is no space for accommodation of 3-D work.
- D. Standards of good taste and modesty must be observed. Not permitted are: Nudes, religious of political statements, and similar subjects that are controversial. There are many other venues and opportunities to display work of this nature.
- E. Changeout dates and times will be coordinated with Madison City Hall to ensure that there is no disruption of City business. Changeouts will be 2 to 4 times per year.

F. All participating artists must agree that if a painting is sold, it may be removed and presented to the buyer at a convenient time, instead of waiting until the next changeout. However, no space may remain dark. At the exact time a piece is taken down, it must be replaced with another that is in compliance with all of these rules.

G. A MAC member must accompany the artist for a sales changeout as described in "E." Contact information for such members is listed at the end of these rules.

H. During each time segment of display, no additional pieces may be hung after the changeout times. The exception would be if there were not enough pieces to fill the spaces. In this case, proposed pieces must meet all standards, and a MAC member must accompany the artist to City Hall for the installation.

I. The MAC must receive description information about artwork being submitted two weeks in advance of the changeout dates. This is to allow time to print I.D. tags for the work. While prices are not permitted to be posted, the artist's name and contact information, and the title of the piece will be on the tags. Persons interested in buying a piece will contact the artist directly. No City employees will be involved in any way.

J. All artwork must be presented in a professional manner. Any work brought for hanging at a changeout day may be refused if the following conditions are not met:

- * All work must be completely dry.
- * All pieces must be properly framed, or on gallery-wrap canvas.
- * All works on paper must have acrylic/Plexiglas glazing - no glass will be permitted.
- * The acrylic/plexi glazing must be clean.
- * If mats are used, they may be any color or style.
- * Mats must be clean, with no smudges, tears, ragged cuts, etc.
- * Frames must be in good condition, with no splinters, dirt, chips, corners that do not meet, etc.
- * All work must have properly-installed wire for hanging. No sawtooth or decorative ring hangers will be permitted.
- * Medium sizes will be best. Pieces smaller than about 11 x 14 overall are vulnerable to theft, and pieces larger than about 30 x 40 could be too heavy for the hooks.

MADISON ARTS COUNCIL
ART AT MADISON CITY HALL PROJECT
ARTIST SUBMISSION FORM

The artist understands all the criteria set forth in this prospectus and agrees to the terms as a requirement for exhibiting his artwork.

Name_____

Mailing address_____

Phone_____

Second phone_____

Email_____

Signature_____

Date_____

Please mail a hard copy of this page to:

Madison Arts Council
P. O. Box 1929
Madison, AL 35758

These completed pages may be copied and retained by the artist for his own records.

To contact a MAC Board member, call: (256) 461-8938 or (256) 783-8621.

Please complete two of these identification forms for each piece of artwork to be considered for exhibition at Madison City Hall. These may be copied by the artist if necessary.

One is to be affixed to the top left corner of the back of the artwork.

The other will be retained by the Madison Arts Council for its records.

Artist's name _____

Title of artwork _____

Medium _____

Overall size _____

Date of changeout _____

Price, or NFS _____

Artist's name _____

Title of artwork _____

Medium _____

Overall size _____

Date of changeout _____

Price, or NFS _____

