

NEW GUIDELINES AND REQUIREMENTS TO EXHIBIT ARTWORK AT BOWIE CITY HALL GALLERIES (EXCALIBUR)

The following requirements are for all artists and groups who wish to submit a proposal for consideration to display artwork at Bowie City Hall. Applications will be kept on file by the City Arts Specialist. Once a year the Arts Committee will review applications and choose artists and groups who may be invited to exhibit their work at a future date. Artists must be over 18 years of age and be residents of communities with a Bowie zip code address. Art groups must be Bowie based.

Proposal Requirements: Artists will need to:

1. Submit a digital portfolio on CD or DVD of 10-15 representative images of your work with dimensions. Groups should submit works by members. Images should reflect a cohesive body of work that would reflect artwork to be shown at City Hall.
2. Submit a biography of the artist and an Artist's statement or resume. These may be submitted in MS Word format on the CD with the images.
3. Complete artist information below.
4. If selected, be required to follow and sign the art exhibit requirements.
5. Send proposals for review by the Arts Committee to Annette Esterheld, Arts Specialist, City of Bowie, Recreation and Parks, 15901 Excalibur Road, Bowie, MD 20716

Name: _____ Phone # _____

E-mail address: _____

Mailing address: _____

I accept the show regulations and will not hold the Bowie Arts Committee nor the City of Bowie liable or responsible in any manner for any damage or destruction to, or theft of, any property of, or injury to, Artist, his/her agents, guests or any other person or entity, unless such damage, loss or injury is the direct result of gross negligence of the City or the city's employees and/or agents. I will hold the City of Bowie harmless from and against any claims for damages, losses, costs and expenses.

Artist Signature _____ Date _____

REQUIREMENTS FOR EXHIBITION OF ARTWORK AT BOWIE CITY HALL GALLERIES (EXCALIBUR)

Presentation Criteria of Artwork to Be Exhibited:

1. Artwork: Compositional originality. No derivative prints or photocopies. Artist must clearly mark any artwork or photograph that was created whole or in part with a computer and/or printed with an inkjet printer. Artwork should not have been hung in the City Gallery before.
2. Framed dimensions must be *no larger than 40" by 40" or smaller than 16" by 20"*. *Exceptions may be made on a case by case basis.*
3. Frame: Neat, clean, sturdy and complementing artwork.
4. Glass: Clean inside and out.
5. Wire:
 - a. Eyescrews for wire positioned 1/3 down from top of frame.
 - b. Strong hanging wire securely fastened, AND center of hanging wire 3 1/2" (three and one half inches) below top of frame.

Note: Artwork without hanging wire cannot be hung on our hanging system and will not be accepted.

6. Mat(s):
 - a. Neat, clean and professionally cut: All four sides of mat are equal, OR top and two sides are equal and bottom is greater. Width of mat sides, top and bottom, must proportionally complement size of composition;
 - b. Single mat with bevel cut, OR double (triple) mats with bevel cuts. Color mat(s) complement composition.
7. All paintings must be dry.
8. Mixed media suitably framed.
9. Small sculpture must not be larger than 12" wide by 18" deep by 8" high.
10. Identification label for artwork must be provided and include: Name of Artist, title of artwork, medium, and artist's phone number and sale price (if applicable). Small business cards are a good size to use for providing the information.
11. City of Bowie Agreement Form should be completed and returned to the City at least 30 days prior to exhibition. At that time arrangements will be made concerning the date and time the artwork will be hung.
12. Any sales are to be arranged between the artist and the purchaser.
13. The City will provide limited advertising. Additional advertising, programs, etc. are the responsibility of the artist.
14. A master list shall be provided to staff identifying each piece of art to be displayed.

All artwork displayed will be reviewed by the Arts Committee and it reserves the right to refuse any art work that it deems to be improperly presented, unsafe, damaged, or fails to meet the standards outlined above.

If you have questions please contact City Staff Liaison Annette Esterheld, Arts Specialist, at 301-575-5601 or email at aesterheld@cityofbowie.org.

Artist signature _____