



Artist Exhibition Release Form and Release for Publishing Works on Website

Exhibition: 125 Plano Art Association **Dates:** March 8 – April 4, 2012

By signing this agreement, made on the _____ day of _____, 2012, I acknowledge and agree to the following conditions with regard to all listed artwork. I hereby fully and finally release and will not hold Collin, its directors, officers, employees or any volunteers involved with the project responsible for any damage or loss to any artwork during the time of the exhibition, and that I am aware that insurance policies in effect will not provide coverage for damage or loss due to fire, theft or burglary and vandalism. The transport, installation and removal of the artworks are not covered by insurance. Additionally, I agree that I will not remove these artworks from display until the official ending day without written permission from the Director of THE ARTS gallery, Collin College.

I hereby give Collin County Community College District (Collin), their successors and assigns and those acting under their permission or upon their authority or those by whom they are commissioned, permission to publish on the college's website (collin.edu) photographs and/or images of artwork I have created. I hereby waive the opportunity or right to inspect or approve the finished photograph or image. I do hereby release Collin and their successors and assigns of and from any and all rights, claims, demands, actions or suite which I may or can have against them on account of the use of publication of said photographs or images.

NAME (PLEASE PRINT) _____

PHONE NUMBER (WITH AREA CODE) _____

EMAIL ADDRESS _____

MAILING ADDRESS _____

ARTIST SIGNATURE _____

2-D – to meet gallery requirements artwork must be:

- All works must be wired with screw eyes, ready to hang, with backing. No saw tooth hangers.
- Maximum frame size for 2D work is 50 x 50 inches in either dimension. A diptych or triptych must be framed in a single frame or ready to hang as a group, and meet the 50 inch maximum.
- Paintings with loose or damaged frames will not be accepted. Keep the frame simple and lightweight.
- Canvasses with staples visible along the sides will not be accepted; these works must be framed.

3-D – to meet gallery requirements artwork must be:

- ready-to-display - pedestals will be provided;
- Works with multiple parts or installations must include a diagram or photo for placement (including dimensions for spacing)
- Must be stable and stand on its own on a pedestal or floor
- If designed for the wall, must be ready to hang with hanging apparatus attached that supports the weight of the piece
- 3-D must be no larger than 4 x 4 feet.

Work Exhibited

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ARTIST NAME _____
(Print name which will appear on labels and listings - please print LEGIBLY):

ARTWORK Title _____

MEDIA _____

DIMENSIONS (in inches; if framed, please put framed size) _____

Please mark your preference:

\$ _____ Price for sale (will be displayed on the pricelist)

\$ _____ POR (Price on Request)

_____ NFS (not for sale)

\$ _____ Value for insurance purposes (Required)

THANK YOU.... these important steps help us to protect your artwork and to display it safely as well as professionally. Consider these guidelines as you create your art.

ARTWORK THAT IS NOT PICKED UP WITHIN 30 DAYS FOLLOWING THE EXHIBITION BECOMES PROPERTY OF THE ARTS GALLERY. WE ARE UNABLE TO STORE ARTWORK AND THEREFORE, WE WILL DISPOSE OF THE WORK AS WE DEEM APPROPRIATE.

ARTIST SIGNATURE

Received/witnessed by THE ARTS gallery Representative



125 Plano Arts Association

March 8th – April 4th, 2012

**Reception: Wednesday, March 21st, 2012
5:30 – 8:00 pm and Awards 7:00 pm**

Important Dates to Remember...

Saturday, February 25th 10:00 am - 2:00 pm - Deliver artwork to gallery

Monday, February 27th 9:00 am - 8:00 pm - Deliver artwork to gallery

Tuesday, February 28th 9:00 am - 8:00 pm - Final day delivering artwork to gallery

Deliver artwork to gallery delivery door. Call the gallery worker at 972.881.5873 to open the delivery door and place a temporary parking sign in your car.

(If artwork needs to be delivered earlier than Friday contact the gallery)

March 8th – April 4th, 2012 show dates - see website for gallery hours

Wednesday, March 21st, 5:30 pm - 8:00 pm – Awards 7:00 p.m.

Thursday, April 5th, 9:00 am - 8:00 pm - pickup artwork at the gallery

Campus Closed – Spring Holiday April 6th – 8th

Monday, April 9th, 9:00 am – 8:00 pm – last day to pickup artwork at gallery

Specifications for exhibiting artwork are included in the packet. To be exhibited, artwork must meet the specifications for the show. Artwork that is not picked up within 30 days following the show becomes property of THE ARTS gallery. We are unable to store artwork and therefore, we will dispose of the work as we deem appropriate.

If you have any questions

Contact Claudette Lowery, THE ARTS gallery Assistant at 972.516.5022

Or email theartsgallery@collin.edu