


The Gallery Artist Interest Form

Complete this form and mail to the address below. Include up to ten photos or a disc (minimum of 300dpi) of your artwork. If selected for a Gallery Exhibit the photos/disc will be used for marketing purposes. **The photos or disc you choose to include will become the property of the City of Henderson and will not be returned.**

Artist Name:			
Address:			
City:	State:	Zip:	
Phone:	Cell phone:		
E-Mail Address:			
Medium(s):			
Artist Statement (What would you like us to know about your art?):			

**If you have questions call the Cultural Arts & Tourism Office at:
(702) 267-2142 or email Ellen.Virden@CityofHenderson.com**

I understand that any photos or disc that I submit will become the property of the City of Henderson and may be used for marketing. I also give authorization to the City of Henderson to use the address I have included to send information on The Gallery and upcoming calls for artists.

Signature

Date

Mail form and submissions to: City of Henderson
Cultural Arts & Tourism
200 Water Street
P.O. Box 95050
Henderson, NV 89009-5050

5/09/11



The Gallery Policies and Procedures

I. Standards

The City of Henderson reserves the right to all decisions made concerning The Gallery at the Multigenerational Center. Coordinators of The Gallery may choose media to be exhibited and will always advertise a call for artists for upcoming exhibitions. Artwork will be juried by a panel or selected by The City of Henderson, and awarded exhibition space in The Gallery. Selected artist(s) will be notified by mail, phone or email and will then have 1(one) week to read and sign the contract. Selected artist(s), themes or selections will remain in the gallery for 5 (five) weeks, unless otherwise determined.

Upon selecting artists to be displayed, The City of Henderson requests that all works presented for exhibition are original works created by the artist. The exhibitor represents that he/she is the sole owner of the works presented for exhibit, and that the work does not infringe on any copyright or other right, and that he/she is the sole and exclusive owner of the rights being granted.

- **All work must be delivered in good condition and be ready to hang. Our hanging system requires artwork to be framed and wired.**
- A list of your art by title, medium and price if you are interested in selling your artwork must be submitted one month out from your show. All of this information will be printed on the title cards prepared by our Marketing Department. The artist may list prices on the title card. Please label the back of each piece with your name and phone number when participating in a multiple artist show.
- **Absolutely no sales of artwork will take place on the property of The City of Henderson.** Patrons who would like to purchase work by the artist may contact the artist privately, but absolutely no sales or donations will take place on the premises. You are asked to bring several of your business cards for display to accommodate this policy.
- The City of Henderson reserves the right to refuse any works that do not meet these standards or that has subject matter that is seen as publicly objectionable.

II. Hanging

Selected artists' artwork must be brought into the gallery to hang during the week preceding the opening date of the exhibition. The Gallery will be locked until the opening date of your exhibition. The Gallery will not be open for public viewing until all pieces are hung securely and lights are set.

The artist will be responsible for the hanging or displaying of his/her own art work unless otherwise arranged with Gallery representatives. Cultural Arts staff will be available to assist with the hang and the load-out of the exhibit.

III. Insurance

The City of Henderson **does not** insure artwork displayed in the Gallery. The artist will need to cover all insurance for works displayed at the Gallery. The artist understands that during open hours of the facility, staff members are in the building but are not assigned to work in the Gallery. After hours, the building is locked and secured by an alarm system, but does not have after-hours security or guards.

IV. Care, Handling, and Shipping

The City of Henderson agrees to exercise reasonable care in handling, displaying, and storage of works for the exhibit. There will be a charge of \$25.00 per day for any works left behind at the Gallery after the pick-up date, unless otherwise determined. Works left over 30 days will become the sole property of the City of Henderson and will be disposed of as seen fit. If there are any proceeds from disposal, these will be applied against storage, handling, and administrative costs.

V. Receptions

Receptions are solely at the discretion of the City of Henderson. The City of Henderson is responsible for all receptions held at The Gallery at the Multigenerational Center. The City of Henderson will print all invitations and distribute to selected artists and others. Additional invitations will be given to the exhibiting artist to be used to invite personal guests. The general public will be invited to attend receptions to meet the artist and discuss their exhibit. A guest book will be left in the Gallery during the show for public comment and given to the artist at the conclusion of the exhibition once the Cultural Arts staff has recorded them for their files.