

Sample: Title of Exhibit HERE

CALL FOR ART: All Makers, 2D, 3D, literary and performance artists are encouraged to apply for this exhibit. See details below for exhibit focus. This sample form has all of the fields needed to prepare any application starting January 2022.

<<INSERT CALL FOR ART HERE>>

* Required



CALL FOR ART: 2022 @ Art Works LIFE IS IN THE DETAILS

You will not be able to save your application for later completion. Things you will need to complete this application:

You will need a google account in order to submit an application online. Please consider creating one as all of our exhibit applications utilize this system. Utilizing automation through google forms is the only way for our all volunteer run organization to manage the data associated applications. Thanks for your help! Email gallery@artworkseagan.org with questions or if you are in need of support completing the online application.

1. Please enter your complete contact information. Fields are required, so if you don't have a website, enter NA.
2. Work files should be renamed for upload. You should use the naming convention: `FirstName_LastName_Title.filetype`. Be sure that your information is provided accurately as we use your entry to make signs for your work.
3. NEW IN 2022!!!! Please submit one form for each of your art pieces. You only need to pay ONE fee for each exhibit no matter how many entries you submit. Generally, we prefer around 5 pieces per exhibit per artist, though there are exceptions for artists whose work is exemplary and very on topic for the art call.

1. First Name *

2. Last Name *

3. Full Artist Name for Exhibit Tags *

Please use name as you wish it to be printed on artist information cards when exhibiting art. If piece is a collaboration, please list full artists' names of collaborators as they would be printed on the exhibit tags. If you wish for your work to be submitted anonymously, please enter "Anonymous" or any pseudonym you wish.

4. Enter address/contact information *

Mark only one oval.

This is my first application for this exhibit. *Skip to question 5*

I have already entered my address/contact information in a previous application for this exhibit. *Skip to question 13*

Address/Contact
Information

Please enter full address/contact information for the FIRST application form for each exhibit.

5. Street Address *

6. City *

7. State *

8. Zip Code *

9. Website *

If no website, please enter NA.

10. Email *

11. Phone Number *

12. Application fee: *

Fees can be paid online for your convenience. Go to: <https://squareup.com/store/artworkseagan> and select Exhibit Application Processing Fee. YOU ONLY NEED TO PAY ONE FEE FOR EACH EXHIBIT, NO MATTER HOW MANY ENTRIES YOU SUBMIT. The application fee is \$15 for all exhibits except the Member/Supporter exhibit, for which the fee is \$5 and requires an active individual supporter contribution of \$50. Exhibit fee waivers are available upon request. Artists whose work is not accepted for whatever reason will be refunded the application fee. Application fees are used to support the administrative work associated with the exhibit. Email galler@artworkseagan.org with questions.

Mark only one oval.

- I have completed payment online
- I am mailing my fee(s) by deadline to: Art Works Eagan, c/o Gallery, 3795 Pilot Knob Rd, Eagan, MN 55122.
- I am bringing my check to AWE in person by the deadline.
- I want to participate, but I am financially unable to pay the fee. Is a reduced fee or fee scholarship possible for me? (Art Works has some funds available for fee scholarship.)

Submission
of Work Files
for Exhibition

This form supports 5 submissions. FYI: Diptychs and groupings may be submitted as one art submission, but please include the grouping in the image, group dimensions and description.

13. Title of Art

14. Upload Art Work Image *

File types accepted: document, pdf, video, image, audio up to 10MB each

Files submitted:

15. Price or NFS (not for sale) *

16. Classification *

Mark only one oval.

2D

3D

Literary Submission

Music Submission

Live Performance or Film Submission

Kinetic Sculpture

Other: _____

17. Dimensions *

18. Medium *

In an effort to streamline tag creation, please choose from the standard list below, or create a custom version based on the template "medium on surface." example: Watercolor on cold press paper. SELECT ALL THAT APPLY

Check all that apply.

- watercolor
- oil
- acrylic
- ink
- pencil
- colored pencil
- pastel
- charcoal
- fiber
- wood
- fabric
- weaving
- mixed media
- collage
- glass mosaic
- tile mosaic
- mixed element mosaic
- film photography
- digital photography
- polymer clay
- wheel thrown ceramic
- wheel thrown and altered ceramic
- hand built ceramic
- on paper
- on canvas
- on board
- on yupo
- fired in electric kiln
- fired in gas kiln

Other: _____

19. Supplemental Description *

Short description of your vision or process, as well as how it relates to the theme of the exhibit

20. Upload Work File: Process Docs related to Art Submission #1

THIS STEP IS OPTIONAL UNLESS YOU ARE SUBMITTING FOR A PROCESS-SPECIFIC EXHIBIT. File types accepted: document, pdf, video, image, audio up to 1MB each: Include drafts or process documentation related to the finished work. Ideas for process documentation: sketches or notebooks detailing idea development, progress photographs, source inspiration, writing that explains the creative process or the conceptual thought related to your final product.

Files submitted:

Release
and
Waiver

Art Works Release and Waiver:

1. Liability. The display of my Art in an Art Works Exhibit or Gallery Show involves the possibility that my Art, including, without limitation, the pieces I submit for exhibition, as well as any framing, any items used in the display of my pieces, or other affiliated items (collectively, the "Art"), may be damaged, lost or stolen. Art Works maintains insurance coverage for any damage of my Art caused by the negligence of Art Works' staff, directors, officers, agents, affiliates, guests or invitees, or its facility or equipment failure. However, if any damage of my Art is the result of my own negligence or that of anyone acting on my behalf, including without limitation, faulty or unprofessional framing, hardware, wiring, construction, assembly, packaging, pre-existing damage, or failure to properly communicate special needs (e.g., watering, humidity control, no direct sunlight), I agree to release and hold harmless Art Works, its staff, directors, officers, agents, or affiliates from any such loss or damage. With respect to any other claim, loss, damage, liability, cost or expense, including without limitation attorneys' fees, not caused by Art Works' negligence, that may be suffered or incurred by Art Works in connection with the display of my Art, I agree to indemnify and hold harmless Art Works, its staff, directors, officers, agents and affiliates.

2. Photography & Filming Waiver. I also understand by submitting my Art, that I am granting a license to Art Works to photograph and/or film my Art and to publish such photographs and/or videos for promotional, website, and general publicity purposes. I understand that, where possible and at its sole discretion, Art Works will credit my Art by listing me as the artist if and/or when any such photographs and/or videos are published.

3. Art Suitability. I agree and understand that Art Works retains the right to determine any Art unsuitable for the above-named Exhibit/Gallery Show and decline to accept the Art into the Exhibit/Gallery Show, or remove the Art from the Exhibit/Gallery show, at any time and for any reason, in its sole discretion.

4. Sales of Art. I understand that Art Works may facilitate any sale of my Art during the pendency of the Exhibit/Gallery Show by recording the buyer's contact information and holding funds for me to retrieve. Art Works will notify me promptly of any sale. I further understand that if I do sell any of my Art during the pendency of the Exhibit/Gallery Show, it may not be removed until the Exhibit/Gallery Show has officially ended.

5. Art Drop off and Pick Up. I further agree and understand that I am solely responsible for dropping off and picking up my Art as directed by Art Works Management. If I fail to retrieve, or fail to make arrangements with Art Works Management to retrieve my Art within 48 hours of the Exhibit's or Show's close, I understand I will be charged a \$25.00 service and storage fee. If I further fail to retrieve, or arrange to retrieve my Art within 14 calendar days of the Exhibit's or Show's close, I understand my Art may be considered abandoned and Art Works may sell or otherwise dispose of my Art as it sees fit and retain any and all proceeds from said sale.

Ames Center Release and Waiver:

(Only applicable for the Annual Member/Supporter Show. All other exhibits DO NOT TRAVEL to the Ames Center)

The Ames Center gallery will be open to the public Monday through Friday from 9 a.m. to 5 p.m. and Saturday from 10 a.m. to 2 p.m. as well as during certain events and performances (times subject to change related to Covid-19 mandates). Recorded video surveillance is in effect at all times. I understand that the staff of the Ames Center will take reasonable care in securing my artwork during the dates my artwork will be exhibited. I will not hold the Ames Center or its staff or members responsible for any loss, theft, or damage to my artwork while it is on the property of the Ames Center. I understand that the staff of the Ames Center in charge of Art Gallery operations will not be held responsible for my artwork after the pick up time has expired. I also understand that I am granting permission for Ames Center to photograph my artwork for publicity purposes. Ames Center acts as a retail broker and will collect a commission of 25%, net of transaction fees, and will forward the proceeds to the artist upon sale of any artwork.

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21. I hereby represent and warrant that I have read this Release and Waiver in its entirety and fully understand its contents. *

Check all that apply.

I agree

22. Full Name (Parent/Guardian for artists under the age of 18) *

I understand that typing my name constitutes a legal signature confirming that I acknowledge and agree to the above Release and Waiver.

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