LTC Library Art Exhibit Application

Thank you for your interest in exhibiting art at Lakeshore Technical College. Please complete the application and return it along with submission photos and an artist statement/biography.

Artist/Group Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Person (if Group): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the work you wish to exhibit. Include any information not readily conveyed by the photographs or digital representation you submitted with this application (e.g. details, techniques, unique characteristics, dimensions, etc.). This information may be used to prepare exhibit information and labels.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/subject of your exhibit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a period of the year during which you prefer to exhibit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously exhibited your artwork elsewhere? If so, list where and when.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ I have read and agree to abide by the LTC Art Exhibit Policy attached.

Please send your completed application along with submission photos and an artist statement/biography via mail or email to:   
  
Kelly Carpenter or [Kelly.carpenter@gotoltc.edu](mailto:Kelly.carpenter@gotoltc.edu)

1290 North Avenue

Cleveland, WI 53015

Art Exhibit Policy

Lakeshore Technical College provides opportunities for district residents and students to exhibit their original works of art to the community. By doing so, the College also provides opportunities for students and community members to experience a range of art forms. Art exhibits rotate throughout the year in the LTC Library.

Exhibition Policy

1. Exhibit application forms are available online and at the LTC Library. Applications should be completed and submitted to the Library Manager, along with digital files of the work to be shown.
2. The LTC Library considers art exhibit proposals regularly for possible placement in the Library. The suitability of any art, framing or structure, and visual or written material that might accompany an exhibit is considered. The LTC Library reserves the right to reject any exhibit in full, or in part. Controversial subjects are not discouraged but will be carefully evaluated for intrinsic value beyond shock or intentional offense.
3. Exhibits will normally have definite display dates established in advance. LTC reserves the right to change, reschedule, or cancel exhibits if necessary.
4. The College’s insurance policy does not include works on exhibit. LTC is not responsible for loss or damage incurred while the exhibited items are on its facilities. All items in the exhibit are placed there at the owner’s risk. Artists should provide their own insurance coverage. All artists are required to sign a Liability Release Statement on or before the set-up date.

Artist Responsibilities

1. Within two weeks of being notified that a submission was accepted for exhibition, the artist must contact the Library Manager to arrange or confirm the exhibit dates and other deadlines.
2. Prior to display, the artist will provide LTC with an itemized list of art items (found on the Liability Release Statement), including descriptions of the pieces and their value.
3. Artists must provide a quality digital representation of at least one piece of art appearing in the show for use in advertising the exhibit on the College’s web site, in news releases, and throughout campus.
4. It is the responsibility of the artist or artist’s representative to set up the exhibit and to remove the exhibit. A picture hanging system is provided to display art. Maximum weight for any piece will be determined. If assistance is required, it is the exhibitor’s responsibility to provide such assistance. All materials for hanging (wire, measuring tape, etc.) are to be supplied by the artist.
5. For each work, the artist is to provide a display card or title label indicating the name of the work, artist’s name, medium, and price (if applicable).
6. Artists are encouraged to also provide a statement about their works, concise personal biography, and photograph of themselves for display.
7. Works of art on display may be offered for sale, with prices established by the artists. The artist is responsible for conducting the sale of any work directly with the buyer, not through LTC staff. Works sold must remain on exhibit throughout the designated period.

 Library Art Liability Release

My signature below indicates I have read and understand these exhibit guidelines:

1. Lakeshore Technical College will take all reasonable steps to protect submitted artwork, but will not be responsible for damage, theft, or any other events resulting in the loss of any pieces submitted for exhibit. The College does not provide insurance coverage for works exhibited at the College. I will purchase insurance, at my own expense, to cover my artwork, if I so desire.
2. I authorize the use of pictures of me and/or my artwork to be used for publicity or other purposes.
3. No artwork will be removed from the LTC Library Art Exhibit prior to the exhibit close date.
4. I understand that the area where my work will be displayed is not continually monitored and is in a part of the building that may be open to students and the public during normal library operating hours (Monday – Thursday 7:30am – 6:00pm, Fridays 7:30am – 3:30pm. Library doors are locked after 6pm and Library is closed on weekends).
5. I understand that my participation with the exhibit is voluntary and that I am free to choose not to participate in the exhibit.
6. My failure to pick up my art within two weeks following the exhibit close date will release Lakeshore Technical College from any responsibility to maintain its safekeeping.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of works submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_

Title Medium Value

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Additional items can be filled in on back)

Exhibit dates: Set up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Take down \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
At take down, all art received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inventory of submitted items, continued

Title Medium Value

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |