

Exhibiting Artist Guidelines

Promotion:

The Town of Carrboro will provide routine publicity concerning the exhibition of the work in the newspapers circulated within the local area and in public service announcements just prior to and during the dates of the exhibition. If you desire to promote your work in addition to the routine publicity provide through the Town of Carrboro, or if you need additional information on how to promote please feel free to contact Kim Andrews, Recreation Supervisor- Arts Committee Liaison.

Additional Promotion Options

- **2nd Friday ArtWalk:**

If you would like your exhibit to be included in the 2nd ArtWalk, please contact Jackie Helvey at jackie@carrboro.com or visit www.2ndFridayArtwalk.com.

You may display additional information, ie: your Artist Statement, contact information and/or a guest book. You will be responsible for providing and replenishing those materials. No cost.

- **Invitations:**

Artists are encouraged to send out invitations to their shows. We recommend including the following information:

1. Exhibition title
2. Artist's name
3. Date and time of opening night reception
4. Last date of show
5. Name and location of reception, address, phone number, and business hours

- **Reception:**

The artist may choose to host a reception for each show at an agreed upon time - either at Town Hall or the Century Center. It is the exhibitor's responsibility to organize, purchase refreshments, and clean up after reception.

Receptions are usually scheduled in conjunction with the 2nd Friday ArtWalk (The second Friday evening of each month, 6-9pm) unless other arrangements are made.

Exhibit Requirements

- **Arrangement Form:**

This arrangement will officially reserve the facility space for the art exhibit. Dates for the installation, exhibition, and de-installation are included in this form. A clarification of the duties and roles of both the exhibitor and the Town of Carrboro is part of this arrangement. If you have any questions about your exhibition, please contact the Recreation Supervisor- Arts Committee Liaison.

- **Insurance:**

Upon acceptance as an exhibitor, each artist will be required to fill out an Art Exhibit Insurance Form. The form requires you to list each piece and its value. The form must be completed and submitted to the Recreation Supervisor- Arts Committee Liaison at least fourteen days prior to the exhibit being placed on display. This form must be updated if any changes occur to the actual items placed on exhibit.

Please Note: The Town can only assume responsibility for loss or damage to your work when it receives your completed form. If we do not receive it, we cannot accept any responsibility for your art, so please help protect you and your work!

Displaying Your Show:

It is the artist's responsibility to hang their own exhibit, or hire a professional hanger to do so. Feel free to contact Kim Andrews if you need a referral or have any questions about hanging your exhibit. The recreation department will have someone present to ensure access to the facility, and provide some general guidance and assistance.

- **Gallery Ready:**

All art work that is to be displayed must meet the "Gallery Ready" guidelines and requirements. Any questions concerning a piece of art work and/or the guidelines should be brought to the attention of the Recreation Supervisor-Arts Committee Liaison prior to installation.

- **Artist Statement or Description:**

You will be required to provide an artist statement or description of the art work. A frame will be provided for your statement to be placed within.

- **Labels:**

All artists must provide identification labels/cards with the approved hangers and tape provided by the Arts Committee. All labels are to be placed on the wall to the right of each piece.

Each label should include the following:

1. Title of piece
2. Name of artist
3. Medium/materials
4. Price (if not for sale, simply indicate NOT FOR SALE or NFS)

Sales:

Artists will be responsible for their individual sale transactions. We recommend that you post contact information at your assigned location for those who may be interested.

The Town of Carrboro suggests a donation of 15% as commission on all sales to help defray the cost of the public art program. The sale price should reflect the artist asking price, including the frame and donation. Please send all donations of 15% to Carrboro Recreation and Parks, C/O Kim Andrews, 100 North Greensboro Street, Carrboro NC 27510

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Should you have any further questions or concerns, please contact Kim Andrews at 918-7367 or kandrews@townofcarrboro.org