

**Town of Carrboro Arts Committee  
2004 Artist Detail Sheet**

*To be filled out by each exhibiting artist.*

Name of Artist: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Scheduled Exhibit: \_\_\_\_\_

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

Types of Work: \_\_\_\_\_

Description: \_\_\_\_\_

*List all submissions below for consideration:*

<b>Title</b>	<b>Dimensions</b>	<b>Description</b>	<b>Date of Completion</b>
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1.

2.

3.

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10.

Please attach artist statement and/or any additional information you may have on the artist or work, ie, Education and Art Training (if any), Grants and Prizes awarded (if any), Previous showings – both group and solo and Related experience – teaching, writing or lecturing.

**HANGING YOUR SHOW:**

Make sure your pieces are adequately protected against accidents and poor handling while in transit. Facilitate the hanging of your show by clearly marking somewhere on the piece:

1. Your Name
2. Name of Work
3. Up and Down Arrows

The Art Committee will arrange a time with you to hang your work prior to your opening. We usually like to hang all pieces at least 2 days prior to the opening. Please have one or two volunteers available to assist the Art Committee with your hanging. Please be aware that the Art Committee reserves the right to refuse any piece if it is not delivered within the schedule that has been agreed upon.

Any work that is dropped off outside of the agreed upon date and time places an unfair burden on town staff and may result in your work being left in an unsecured place.

#### LABELS:

The Arts Committee maintains a consistent presentation format for their exhibits. All artists must provide identification labels (non-adhesive) to place on the wall beside or beneath each piece. Information should include the following:

- Title
- Year Made
- Size
- Materials
- Sale Price (if not for sale, simply indicate NOT FOR SALE)

You may display additional information about you or your work by photocopying your resume and/or information and leaving it in the locations. You will be responsible for replenishing supplies and/or providing those materials.

#### SALES:

The Town of Carrboro requests a donation of 15% as commission on all sales to help defray the cost of the public art program. The price should reflect the retail price, including the frame and donation. The Arts Committee reserves the right to reproduce work for publicity purposes.

Artists will be responsible for their individual sale transactions. We recommend that you leave proper contact information at each location for those who may be interested.

#### INSURANCE:

While works are in the possession of the Town of Carrboro, the Town of Carrboro will insure all works against theft or damage. Your entry into the exhibition constitutes agreement with this understanding. Insurance forms will be provided to you upon acceptance as an exhibitor.

We require that each artist provide completed insurance forms for every piece of art ONE WEEK before drop off. THIS IS VERY IMPORTANT! Once you drop off your work, the town assumes responsibility for loss or damage. If we do not receive these insurance forms prior to drop off, we cannot accept any responsibility for your art, so please help us protect you and your work!

Insurance forms may be picked up and dropped off at Carrboro Town Hall to Sharmin Mirman at 919-918-7310.

#### RECEPTION:

The Arts Committee will host a reception for each show at an agreed upon time at either Town Hall or the Century Center. The Arts Committee will provide cups and napkins, sodas and light snacks. If you desire a more sumptuous spread, you are welcome to provide any additional supplements.

The Arts Committee will provide postage for up to 200 printed postcards to promote the show. Artists will need to provide pre-addressed postcards. Content and design of these postcards will be subject to final approval by the Arts Committee.

Receptions will normally be scheduled in conjunction with the Second Friday Art Walk, unless other arrangements are made.

PROMOTION:

Media outlets will be contacted at least 2-3 weeks in advance of show dates. A brief, readable press release will be directed to the appropriate editor. We will also work to ensure that the shows are listed in all local art listings. The Art Committee will provide email communications to support the event.

HELPFUL TIPS FOR PROMOTION:

Your invitation copy should include:

1. Exhibition Title (if any)
2. Description legend (eg: recent landscapes, etc.)
3. Artist's Name
4. Date and time of opening night reception
5. Concluding date of showing
6. Location names, address, phone number, hours of business

We recommend that your invitation be mailed to:

1. Personal friends and enthusiastic supporters
2. Previous customers
3. Local media critics
4. Members of craft/art organization in which you participate
5. Local interior designers and architects who need to be informed of your work