



Novi Civic Center Atrium Exhibition Space

45175 W. Ten Mile Road | Novi, Michigan 48375

2017 Exhibition Application Checklist

Please complete the following to be considered for the Atrium Gallery:

- Application Form
- Artist Statement
- Artist Biography
- General Information and Guidelines Form—Signed
(Please **keep a copy** of this page for your personal records)
- At least **Four** high-resolution digital images of your artwork
 - JPEG format on a CD, or attached in an email.
 - Label artwork as: Last Name,First Name_Title_Media_Size _Sale Price (or insurance value)

Example: Smith,John_Colors_Watercolor_11inx14in_\$200.jpeg
 - ***Please note: CD will not be returned and applications will not be considered without digital images***

Deadline: Applications must be received by September 1, 2016. Artists will be notified by email no later than November 30, 2016.

Application along with digital images, artist statement, and bio can be mailed to

Recreation Supervisor—Cultural Arts
Novi Parks, Recreation, and Cultural Services
45175 W. Ten Mile Road
Novi, MI 48375

Or emailed to: apurdyketchum@cityofnovi.org (If you do not receive email confirmation of receipt within 1 week, please send a follow up email with no attachments included. Our system occasionally blocks emails with attachments.)

For more information contact:
Amelia Purdy-Ketchum | Cultural Arts Supervisor
248.347.0509 | apurdyketchum@cityofnovi.org

Novi Parks, Recreation, and Cultural Services
45175 W. Ten Mile Road
Novi, Michigan 48375 | 248.347.0400



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2017 Exhibition Application Form

Artist (print name exactly as you would like it to appear)	Email
Address	Website
City/State/Zip	Phone Cell
Briefly describe your work:	

	Title	Medium	Size	Sale Price or Insurance Value
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Required

FOR OFFICE USE ONLY

Received: _____

Reviewed: _____

Accepted/Declined: _____

Notified: _____



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Personal Statements

The following responses may be printed on this form or typed on separate document(s):

Artist Statement.

Please type your response in 100-500 words. It may be included with on display with your artwork during your exhibition.

This may include but is not limited to the following:

- your worldview
- your outlook on art
- what you want others to see through your work
your creation process and use of materials
- Other artists that inspire you

Artist Biography.

Please type your response in 100-500 words. It may be included with on display with your artwork during your exhibition.

This may include but is not limited to the following:

- Your family and place of residence
- Other jobs you may have
- When and how you started creating art
- Where you learned various concepts and techniques
- Who/ what influences your artwork



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General Information and Guidelines

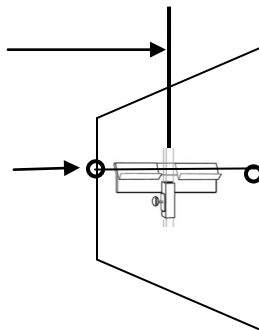
Please read the following carefully. Then if you understand and are in agreement, sign below:

- Artwork submitted will be considered subject to availability and according to the procedures outlined in the City of Novi's Civic Center Art Display Policy.
- All works of art on temporary display in Civic Center Atrium shall be original works of art.
- Artwork shall be available for public viewing during regular Civic Center hours, however, the City may temporarily remove the artwork or move the boards they hang on as required for City events, or other reasons related to the City's use of the Civic Center, or other public facilities. Artwork may not always be displayed in the location as it has been installed.
- 2-D artwork must be at least 11" x 14" and no larger than 4' x 5' unless approved.
- 2-D artwork must be delivered ready to be installed with **wire in place to hang 3 inches or more** below the top of the artwork. This is an example of our display system:

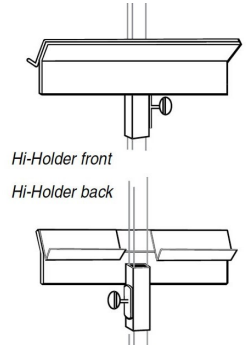
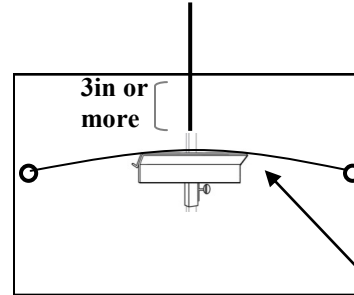
Back of artwork

Rod with Hi-Holder—Parks and Recreation Department provides

Wire securely attached across back of frame—**artist provides**



Back of artwork



Hi-Holder front
Hi-Holder back
Hi-Holder—Wire on back of frame sits in holder

- 2D artwork must have **finished edges or be framed**. If the edges of the work are deemed unrepresentable by the selection committee, then the artwork will not be permitted to hang for the exhibition.
- Artist must provide pedestals for 3-D artwork if needed.
- Artist is responsible for delivery, pick up, & hanging of artwork. **The City of Novi will not store any personal materials. Any extra materials left will be discarded** (ex. – canvas bags, boxes, bubble wrap, etc).
- Artist must sign and return an **Art Exhibition Agreement** within one week after notification of acceptance.
- A 30% administration fee shall be assessed by the City of Novi in connection with the sale of artwork during the exhibition period.
- A final list of artwork to be displayed **must be submitted 2 weeks prior** to exhibition start date.

*Group Shows require a designated group member to manage drop-off, removal, and installation of artwork. They must stay during the entire assigned time frame and are **completely responsible for all intake and return of artwork to the appropriate artists and installation of artwork**. On removal day, any artwork remaining at the end of the assigned timeframe will be the designee's responsibility and they are to remove all artwork from the premise and return to the appropriate artist.*

Designated Group Member _____ Contact info. _____

Please sign below to indicate that you agree to comply the general information and guidelines listed above should your artwork be selected.

_____ Printed Name	_____ Signature	_____ Date
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