

EXHIBIT APPLICATION

FOR THE NWTTC ART GALLERY

Thank you for your interest in exhibiting at Northeast Wisconsin Technical College. Please complete the following application and return it when you submit representations of your work.

Artist/Group Name _____

Contact Person if Group _____

Address _____

Home Phone _____ Work Phone _____

Email Address _____

Please describe the work you wish to exhibit. Include any information not readily conveyed by your slides or photographs (details, technique, characteristics, motivation, etc.).

Title/Subject matter of your exhibit: _____

Is there a period of the year during which you would prefer to exhibit? _____

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

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

**Please send your completed application along with submission slides/photos and artist statement/
biography to:**

Kim LaPlante or kim.laplante@nwtc.edu
2740 W Mason St
Green Bay, WI 54307

Thank you for your interest. A representative of the Art Selection Committee will contact you upon receipt of your application materials.

ART EXHIBIT POLICY

FOR THE NWTC ART GALLERY

Northeast Wisconsin Technical College is dedicated to providing opportunities for local 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 wide range of art forms.

Art exhibits rotate throughout the year in the NWTC Art Gallery located in the Library.

EXHIBITION POLICY

1. Exhibit application forms are available online and at the NWTC Library. Applications should be completed and submitted to the Kim LaPlante, Manager of Library Services, along with slides/digital files of the work to be shown.
2. The NWTC Art Committee will consider art exhibit proposals once per semester for possible placement in the Gallery. The Committee will decide on the suitability of any art, the framing or structure, and any visual or written material that might accompany an exhibit. The Committee 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 be limited to a period of six weeks with definite display dates established in advance. No single individual may reserve exhibit space more than two times in a calendar year. NWTC reserves the right to change, reschedule or cancel exhibits when necessary.
4. Each exhibit may open with a public reception on a Saturday afternoon within the first two weeks of installation. If a reception is requested, the College will schedule a room where refreshments may be served by the artist, and the artist may speak to guests and the public. Viewing of the exhibit can then follow in the Gallery within the NWTC Library.
5. The College's insurance policy does not include works on exhibit. Artists should provide their own insurance coverage. NWTC 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. All artists are required to sign a Release Liability 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 Manager of Library Services to arrange or confirm the exhibit dates and other deadlines.
2. Prior to display, the artist will provide NWTC with an itemized list of art items, including descriptions of the physical conditions 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 the campus.
4. Artists are responsible for providing invitations for their guests and refreshments for the art show opening.

5. It is the responsibility of the artist or artist's representative to set up the exhibit within 2 days of the opening day of the scheduled showing date and to remove the exhibit within 2 days of the end of the show. 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.
6. 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).
7. Artists are encouraged to also provide a statement about their works, concise personal biography, and photograph of themselves for display at the reception and in the Gallery.
8. 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 NWTC staff. Works sold must remain on exhibit throughout the designated period.