

**ART IN PUBLIC PLACES – HIGHLIGHTS OF AGREEMENT**  
**2004-2005**

- a. Membership & Participation:
- i. Artists must agree to show in all their scheduled venues and at the scheduled time frame.
  - ii. Show schedules will be set by the Art in Public Places “AIPP” coordinator and finalized within two weeks of the beginning and middle of the year. All artists who have a particular venue or time they wish to or wish not to exhibit **MUST** communicate this information to the coordinator by January 20, 2004 (this would be for the first (6) six months) and July 20, 2004 (for the balance of the year), and accommodations will be made at that time.
  - iii. This is a year agreement. If unable to complete your show schedule, artists are requested to give a one-rotation notice to the coordinator.
  - iv. If artist is unable to make a specific show, they are responsible to find a substitute and making arrangements with the substitute. Please contact coordinator to notify of these changes. Missing a rotation reflects very badly on the program which has caused us to lose locations to hang work. So please let us not miss having our work hung.
- b. Framing:
- i. All art hung for AIPP must meet the following framing standards:
    1. Screw eyes and secure hanging wire (for all 2D work).
    2. No clip frames (front or back clips).
    3. No Unframed works or wet works.
  - ii. All art work must be framed for 2D showing
- c. Hanging:
- i. Shows must be rotated within the first two weeks of a scheduled show.
  - ii. If an artist themselves is unable to rotate their work within the first two weeks of a scheduled show, it is their responsibility to find an alternative means of retrieving their work or hanging their work themselves. Please notify the coordinator of any changes or requests for assistance.
  - iii. Artist **MUST** contact the person before and after them in the schedule to coordinate changeovers.
- d. Insurance:
- i. The artist and not the venue/Council for the Arts of Herndon will insure all art works.

**ART IN PUBLIC PLACES – ARTIST AGREEMENT**

This **AGREEMENT** is by and between the Council for the Arts of Herndon, hereinafter referred to as the **(COUNCIL)** and the member **(ARTIST)** of the **COUNCIL**.

The **TERMS and CONDITIONS** of the **AGREEMENT** are as follows:

1. The **COUNCIL** requests that each **ARTIST** be a member in good standing of the Council for the Arts of Herndon.
2. The **COUNCIL** will provide a sign to be hung with each exhibit, crediting the **COUNCIL** (with phone numbers for general information).
3. The **ARTISTS** agree to provide the art works, ready for hanging and framed to standard (please see the highlight agreement). **ARTISTS** agree to provide appropriate cards designating title, media, artist’s name and selling price. Such works will be on display for a period of two months. Care and consideration of walls: **ARTISTS** must not damage any walls or surfaces by use of nails or extremely sticky material to affix ID tags, price lists, or artwork.
4. The **ARTISTS** agree to take full responsibility for any damages to any and all pieces of art that may occur as a result of participating in the exhibit and including the transport to and from the exhibition site. Although to date there has been no problem with loss or disappearance of work, no insurance responsibility falls on the **COUNCIL**, nor on any Businesses that provide exhibition venues. The individual artist may want to consider not showing extremely small works, and exploring adding coverage through a floater on their homeowners insurance.
5. **ARTISTS** are responsible for the actual hanging and removal of their artwork.
6. The **COUNCIL** agrees to publicize the exhibit through press release to the news media and through its newsletter, “Artscope”. At the initiation of the **ARTIST**, the **COUNCIL** will coordinate photo sessions for the artists with the art works at an appropriate time during the exhibit. Independently placed stories must be pre-approved by the **COUNCIL** and identify the Council for the Arts of Herndon (“sponsored by”) in articles and photo captions.
7. Acrylic or plexiglass is preferred to glass, to cover artworks since it is lighter and affords less risk to the work itself, should pieces fall.
8. **ARTISTS** must agree to participate for the full year and if unable to complete their exhibit schedule, **ARTISTS** must give a one-rotation notice to the program coordinator. **ARTISTS** are responsible for finding substitutes if unable to complete their exhibit. **ARTISTS** missing a rotation reflexes very badly on the program which has caused us to lose locations to hang work. So please lets not miss having our work hung.

**AGREED:**

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For the Council of the Arts of Herndon

\_\_\_\_\_

Date

\_\_\_\_\_

Artist

\_\_\_\_\_

Date

\_\_\_\_\_

Artist Printed Name

Please give us the contact information for our artist:

Phone numbers \_\_\_\_\_

**E-mail address** \_\_\_\_\_