



City of Casselberry Digital Artwork Release Form



Exhibit Title: **Pastel Society of Central Florida - "Red. Blue. Pastel? Yes!"**

Exhibit Dates: **ONLINE JUNE 3 @ www.casselberry.org/gallery.aspx**

PLEASE PRINT CLEARLY

First Name: _____ Last Name: _____

Name on Gallery Card (*if different*): _____

Address: _____

City: _____ State: _____ Zip: _____

Number of Pieces: _____ Phone Number: _____

Email Address: _____

(Drop Off)

Artist Signature: _____ Date: _____

Receiving Signature: _____ Date: _____
(Must be City of Casselberry Employee)

(Pick-Up)

Artist Signature: _____ Date: _____

Releasing Signature: _____ Date: _____
(Must be City of Casselberry Employee)

ARTWORK INFORMATION:

1. Title: _____ Size: _____

Medium: _____ Price: _____

2. Title: _____ Size: _____

Medium: _____ Price: _____

3. Title: _____ Size: _____

Medium: _____ Price: _____

4. Title: _____ Size: _____

Medium: _____ Price: _____



**City of Casselberry Art House
Exhibition Guidelines & Contract**

Art House Objectives:

The Casselberry Art House exists to provide Central Florida area artists with a highly visible public space in which to exhibit their work, including the City of Casselberry website. The Art House board has chosen to fulfill its responsibility for maintaining and scheduling art exhibitions in the Art House by establishing a competitive application process which is fair and open to all Central Florida area residents. Exhibits will serve the needs of the community while expanding and promoting the cultural arts in Central Florida.

Eligibility: In order to be eligible for consideration, artwork must meet the following criteria:

- Be the work of Central Florida artist(s), or be sponsored by Central Florida art organizations.
- Have completed and submitted all required application materials announced by deadline.

Exhibit Information: You will need to provide the Art House with detailed information regarding your artwork upon submission. This information must include, but is not limited to:

- all artwork titles: including title, medium, size
- the number of pieces to be shown
- the type(s) of media to be used
- whether or not the works will be sold and associated prices
- Artist Statement/Bio (Optional)

The Art House reserves the right to decline, schedule, or cancel any exhibit, at any time, if the Board determines those courses of action to be in the City of Casselberry's best interest.

Sales and Pricing:

The Art House is provided by the City of Casselberry Parks and Recreation Department as a service to the Central Florida arts community and the general public and as such, there is no charge for exhibiting; however you will be expected to pay a **20% commission** on any sale of artwork during your exhibition. A separate sales contract must be completed for each piece sold during your exhibit. City personnel or Art House personnel are not responsible for the arrangement or sale of your artwork, all transactions must be conducted between artist and potential buyer. You must provide the Art House Board with a copy of all sales receipts from your exhibition.

Viewing:

The artwork on display will be available for online at www.casselberry.org. **All images submitted by artists must be high-resolution (300 dpi) digital images (jpg, png, pdf), at no more than 5Mb per image.** Up to 2 images per artwork can be used for different perspectives on 3D pieces, or to provide additional detail for creative elements that may otherwise be overlooked. We also ask that all photos of artwork, including any frames, and be taken against a plain, (white/pale) background, and that no digital enhancements of the artwork be made to allow for the most accurate representation of the pieces.

Limits and Liability:

The City of Casselberry has the right to exhibit images of artists' artwork online for the duration of the art exhibit. Artists retain all ownership rights of the artwork and the images of the pieces.

City of Casselberry

WAIVER OF LIABILITY

The undersigned hereby assumes all risk of loss incidental to participating in Art House exhibitions. Specifically, the undersigned assumes all risk incidentals to the displaying of any artwork that is displayed on exhibit in the Casselberry Art House or other City of Casselberry venue. The undersigned further waives any claim for liability resulting from any damage of loss incurred to artwork, by whoever caused and for whatever reason, whether intentional or unintentional. Artwork will be treated with care and respect while it is in our possession; however, the Art House is not responsible for damage to or loss of the property of artists. All artwork must be picked up within 5 days of the exhibit closing. Artwork not picked up by the published date is considered abandoned property. The Art House Board reserves the right to exclude any work of art from the exhibits for any reason whatsoever, at their sole discretion.

I understand and agree to abide by these Exhibition Guidelines and Waiver of Liability.

Artist Name (Printed): _____

Artist Signature: _____

Date: _____