



Art in Public Places City Hall Exhibit / Release Application

Exhibiting artist(s) is/are responsible for meeting all date/time schedules.

Name of Artist: _____

Address: _____ City/St/Zip: _____

Phone #: _____ - _____ - _____ Social Security #: _____ - _____ - _____ (required for sales)

Title of Exhibit: _____

Exhibit Representative: _____ Phone: _____ - _____ - _____

(Please use this contact person for all matters pertaining to this exhibit)

This section to be determined by Exhibit Representative

Date and Time of Deliver and Installation: ___/___/___, ___:___ A P until ___:___ A P

Removal of Artwork: ___/___/___ Time: ___:___ A P until ___:___ A P

NOTE: Photographs of your artwork are required. Please mail them with this completed form to: Fine Arts Division Supervisor, 4533 Coronado Parkway, Cape Coral, FL 33904 or email them as jpeg files to cbell@capecoral.net.

1. For identification, cards with the title, medium, artist name and price will be taped to the back, top, right-hand corner of the artwork at delivery. All artwork must be framed appropriately. All pieces must be completely dry. No additional work will be added once the exhibit is installed.
2. Exhibiting Artists must deliver the artwork that is agreed upon during the planning of the exhibit. Changes in work (media, theme, genre, etc) may not be accepted.
3. The City of Cape Coral will take all due care of artwork on display. In the event of damage, loss by theft or any situation arising from failure to remove the work on the above removal date and time, the artist/organization releases the City of Cape Coral from all responsibility.
4. The City of Cape Coral will not be responsible for the loss or damage of any personal effects used by the artist in the hanging of the exhibit or used as part of the exhibit including any items left on the premises by the artist.
5. The artist/organization is responsible for the delivery, hanging and removal of all artwork. Hanging clips will be provided. The use of nails and tape on the slat wall is prohibited without prior permission from the Exhibit Representative. The artist/organization is responsible for supplying pedestals for three-dimensional artwork, if required.

6. The artist/organization is responsible for providing identification signs listing the name of the piece, the medium, the artists' name and the size for each piece of work on display. This information should be made using a template measuring 4" high by 6" long and is required at the time of installation along with a one-page catalog listing the paintings and their prices.
7. The Art In Public Places – Décor Committee, representing the City of Cape Coral has the authority to reject and/or remove any piece of work, at any time during the exhibit, for any reason. It is the responsibility of the artist/organization to immediately remove any work that has been withdrawn from an exhibit from the premises.
8. The City of Cape Coral reserves the right to photograph any exhibited artwork for promotional purposes.
9. It is the responsibility of the artist to bear all expenses of shipping their work to and from City Hall for the purpose of exhibition. It is the responsibility of the Art In Public Places Committee to bear the expense of packing and shipping purchased pieces to the buyer after the exhibit ends.
10. Prices for exhibit pieces are to be determined by the artist at the time of installation. A _____% commission fee will be charged on all sales. Artist(s) will be paid by check request after the exhibit ends.
11. All purchases of exhibited items will be made through the City of Cape Coral and will include 6% sales tax. If an artist chooses to sell their work for less than the listed price the City will receive a commission based on the above percentage of the original price.
12. Any inquiry through the City of Cape Coral that results in the purchase of artwork that was exhibited at City Hall will be handled by the Art In Public Places Committee. The commission fee will be based on the selling price (previous or current, whichever is greater) at the percentage established at the time of the exhibit.

Additional Comments and/or Conditions to the contract:

Initial and Date: _____

Artist's Signature Date:

Exhibit Representatives Signature Date:
