



GLASSBORO TOWN SQUARE ART GARDEN SOP and APPLICATION

Town Square Coordinator
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FOR THE PUBLIC:

The Borough of Glassboro Council members intend to encourage, stimulate, promote and foster programs for the cultural enrichment of the Borough and its inhabitants. The Borough accepts the responsibility for expanding the experience with visual art. Through the Art Garden Program, the Borough seeks to enable people in all societies to better understand their communities and individual lives.

FOR THE ARTISTS:

The Borough seeks to create an opportunity for local artists from the Glassboro area to show their work to a larger public, to know and be known in the larger community, and to form relationships with regional art organizations.

FOR THE BOROUGH:

Art Garden exhibitions will enhance access to the Borough of Glassboro's Town Square Art Garden and make art available to borough residents, students and visitors, thereby improving their Glassboro Experience. The Art Garden Program enables the Borough of Glassboro Borough Council to work with artists, art organizations, and other community organizations and build effective partnerships. Art Garden exhibitions enhance the quality of life in the borough, thereby hopefully improving livability by fostering a creative environment for Borough of Glassboro.

THE PROGRAM SELECTION:

Art Garden is an exhibition program presented in the Glassboro Town Square Art Garden public spaces highlighting artists and art organizations throughout Glassboro. The exhibitions are on display for approximately three months. Longer durations are based on Borough Council approval. Preference will be given to Borough of Glassboro residents and/or organizations, followed by residents and/or organizations of Philadelphia, Delaware, Southern and Central New Jersey. Every effort will be made to accommodate your preference of dates and times to exhibit; however, we cannot guarantee placement.

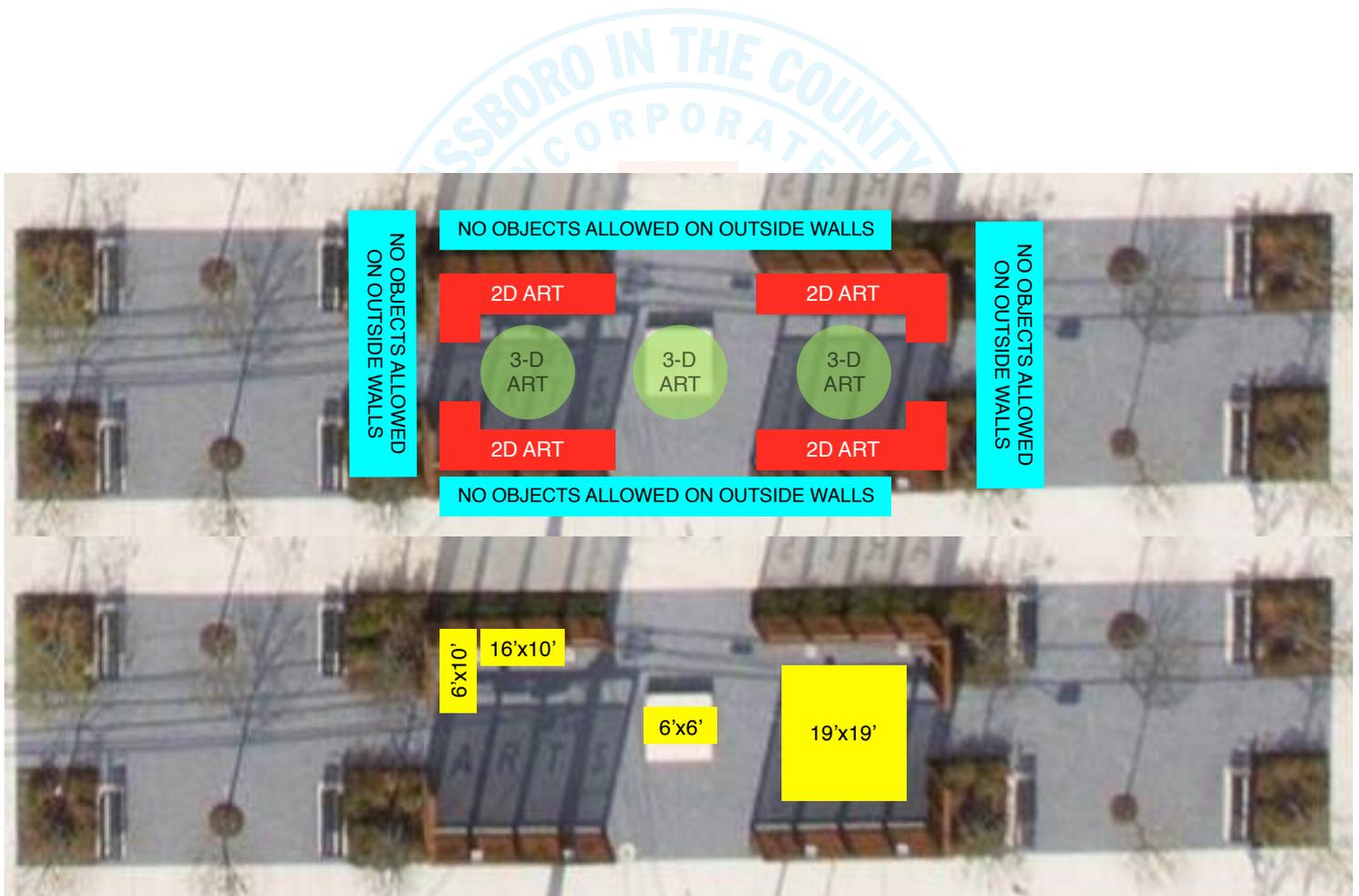
BUDGET:

Art is exhibited by participating artists for display. **All installation costs shall be covered by artist and/or organization displaying the art.** The Borough provides space for the Art Garden; however, the Borough does not fund exhibitions.

LOCATION:

The Glassboro Town Square Art Garden has six (6) walls and THREE (3) flat/ground areas available for 2D/3D works of art located at 1 West High Street, Glassboro, NJ 08028.

The size of the walls and ground areas is as follows:



THEME & EXHIBIT CRITERIA:

The Art Garden art selection criteria are for artists and/or organizations as described in the Program Selection on page 1. Artists and/or organizations will curate exhibitions representative of themselves, their artists and their communities in the Glassboro area. The Borough of Glassboro defines local arts organizations as recognized 501(c)3 non-profit arts associations, collaborations, educational institutions, commissions and agencies.

The Borough of Glassboro Council expects the local arts organizations to:

- Highlight the work of artists living or working in the Glassboro area.
- Feature culturally and geographically varied sectors of their community.
- Showcase artwork in 2D or 3D media that is prepared for commercial installation and able to withstand the elements for the duration of exhibit.
- Communicate and describe project components to reveal the process that resulted in the finished artwork through informative labels and documentation of the creative process, if possible. Use the extensive available space for display to the fullest degree possible.
- Promote the exhibition and artists through press releases, and working through Borough staff, the Borough of Glassboro website and the various media outlets, with appropriate recognition of the Borough.
- The Art Garden Program will not exhibit artwork that contains graphic nudity or symbols which could be offensive and/or other potentially offensive material as determined by the Borough of Glassboro, whose decision is final.

GUIDELINES:

All entries must be completely ORIGINAL works of art; no copies, kits, commercial patterns or reproductions will be accepted.

Work must be dimensionally stable and secure using commercial grade methods and hardware. **The Borough will not supply any equipment, hardware or manpower for installation and removal of art installations.** The artist and/or organization will place artwork in designated areas determined by the Borough of Glassboro. Artwork must be labeled as described below. Artists and/or organization may not remove their work from the show prior to the take down date. However, the Borough reserves the right to have the work removed in its sole discretion.

LIABILITY:

Artwork in Borough of Glassboro is exhibited by the artist or local art organization releasing the Borough of Glassboro, its officers, employees, agents and volunteers from any claim, liability or cost arising out of injury, death, or property damage resulting from the display of artwork through the Art Garden Program, including but not limited to vandalism, fire, theft, earthquake, or any other cause, except for the Borough of Glassboro's sole negligence or willful misconduct.

REGISTRATION & SECURITY:

An inventory of each piece of artwork including artists name, medium (bronze, steel, plastic, rubber, etc.), title, price (value) and location (where the piece is displayed) will be kept on file for each Art Garden exhibition at the offices of the Borough of Glassboro. Artwork in the Town Square is not covered by a security alarm system and is open to the public and subject to natural phenomenon as well as human interaction. **The Borough does not guarantee the safety of the artwork.**

SELECTION & APPROVAL PROCESS:

Note: The selection process for Art Garden is based on the Art Garden Program Guidelines approved and adopted by the Borough of Glassboro Borough Council. The Borough of Glassboro Council encourages organizations, students, or artists that may wish to submit artwork for consideration to be shown in the Art Garden Program. Borough of Glassboro Representatives will make recommendations for the Art Garden Program to Borough Council for approval. A departmental panel, including the Borough Council or their representatives, reviews proposals. Issues of particular concern to include safety and durability, removal/repair of the artwork and its suitability to the site.

Each exhibition shall be curated by the artist and/or organization. Work shall be shown in the designated Town Square Art Garden for a three month period of time. All participating artists must execute the release of liability agreement, a copy of which is attached hereto. Work must be dimensionally stable and secure using commercial grade methods and hardware.

Artists must provide and attach the following a **4" x 6" Metal Label** for each piece of art submitted. Information needed on card is as follows:

- Title of the art work
- Name of the artist
- Medium of the art work
- Price if you are wishing to sell
- Contact phone number.
- Print shall be HELVETICA 45 point.

SEE EXAMPLE ON FOLLOWING PAGE (6)

6 INCHES

“TITLE”

Name of Artist

Medium

Price or Not for Sale

Phone Number

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Borough Of Glassboro New Jersey
Glassboro Town Square Art Garden Program Application

EXHIBIT APPLICATION/RELEASE OF LIABILITY/AGREEMENT

Completed Application Should be Submitted 90 Days Prior to Event *Subject to Council Approval

Requested dates of exhibit. Every effort will be made to accommodate your preference of dates and times to exhibit; however, we cannot guarantee placement.

First Choice: _____ Second Choice: _____ Third Choice: _____

Artist Legal Name _____

Organization: _____ Contact: _____ Email _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Cell Phone: _____ Home: _____

The Glassboro Town Square Art Garden Application shall include all of the following:

1. Conceptual plan indicating the location and orientation of the Art Garden Program within the Glassboro Town Square Art Garden and the landscaping and/or architectural treatment integrating the piece into the overall project design.
2. A written description of proposed artwork, including: title, medium, dimensions (height x width x depth), weight, installation method, anchoring procedure and plan to repair after removal. If proposing existing work: photographs or slides of artwork; include reference to human scale.
3. A sample, model, photograph, or drawing of the proposed piece.
4. Material samples and finishes, if appropriate.
5. A resume and at least two (2) references of the proposed visual artist.
6. Slides and/or photographs of the proposed visual artist's past work which demonstrates like work to the proposal.
7. A written statement or invoice by the visual artist declaring the valuation of the art to be installed.
8. Installation budget, including a description of the sponsoring organization or other method of financing. Include the name, address and phone number of the contact person.

INSURANCE

Name of Insurance: _____ Insurance Policy #: _____

Must provide a copy of your Certificate of Insurance naming the Borough of Glassboro as additional insured for the duration of the exhibit period.

The Artist hereby agrees to exhibit on the Art Garden in the Borough of Glassboro Town Square property described herein, and subject to the terms, set forth in this application and release. The Artist acknowledges that she/he has full authority and power to make this exhibit and that she/he has read the conditions above and below this form, and that she/he agrees to be bound by them.

Artist: _____ Date: _____

Signature: _____

We appreciate your interest and desire to submit your art work to the Borough of Glassboro. The Borough does not jury art, but we have to be selective of what is put on the Glassboro Town Square Art Garden. The Glassboro Town Square Art Garden is a structure available to community/public and does not function as a traditional art gallery. The Borough has to be sensitive in deference to the public and those who work there every day as we are a public agency supported by public funds, and as a result are expected to be responsive to the public trust. Art work that contains graphic nudity or symbols which could be offensive, or other potentially offensive material, cannot be accepted by the Borough of Glassboro.

TERMS OF EXHIBITION

The Art Garden at the Glassboro Town Square is an exhibition facility administered by the Parks and Recreation Department of the Borough of Glassboro ("Borough").

- 1) **The Borough will not insure** property on location during the period of the exhibit. The insured amount will be the amount specified by the artist/organization on the face of the Exhibit Application/Release of Liability Agreement. **The Borough will not bear the risk of damage** to or loss of, the exhibited objects due to fire, earthquake, or flood while the objects are in the Borough's possession. **The Borough does not assume the risk** of inherent vice. For purposes of insurance coverage, the Borough requires the artist/organization to value the works accurately according to works by the artist of similar size, style, medium, and if possible, based upon previous sales.

2) Works shall remain in the possession of the Borough for exhibition purposes only during the time specified on the Exhibit Application/Release of Liability/Agreement. Any artwork may be placed on or withdrawn from public display at any time during the Exhibition Period by the Borough in its sole discretion and acceptance of the work does not imply that the work will be placed on public display continuously. The Federal Visual Artists Rights Act (VARA); the California Art Preservation Act (CAPA); and/or any other local, state, federal or international laws that convey rights of the same nature as those conveyed under VARA, CAPA, and/or any other type of moral right protecting the integrity of works of art do not apply to this Agreement and artist/organization **expressly waives any claims under such legislation.**

3) It is understood that the Borough may make photographs of the works mentioned in this agreement and reproduce those photographs for publicity, online viewing, marketing materials, or other educational purposes and/or to record the conditions of such works.

4) Works must be picked up by artist/organization before the closing date of the chosen Exhibit Quarter of the exhibition for which they have been exhibited, unless specific arrangements have been agreed to by the Borough. Exhibitor will be notified by Borough staff if he or she fails to remove art works within the time frame. Works not removed before the closing date of the chosen Exhibit Quarter may be placed in storage **at the exhibitors risk and expense.** The Borough is not responsible for damage resulting from removal and storage of Works not removed before the closing date. Property exhibited in the Glassboro Town Square Art Garden Program which is unclaimed within 30 days may become the property of the Borough and be destroyed. The Agreement shall be binding upon heirs, executors, administrators, personal representatives, successors and assigns of the exhibitor.

Submit your proposal by email to LPhillips@glassboro.org or by mail to:

Lavon Phillips
Director of Public Relations and Business Development
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Glassboro, NJ 08028