

# Information and Instructions for Art in Public Places

## Indian River County Courthouse Exhibit Program

### What we need from you:

#### Images for advertising purposes

We will make every effort to announce your exhibit on the Cultural Council's website, in the Cultural Connection and to local media either before or as soon after the opening of your exhibit as possible.

If you are planning a reception, please provide pertinent information at least 3 weeks prior to the reception date.

Please email images to Sharon Morgan – [info@cultural-council.org](mailto:info@cultural-council.org)

Include title of exhibit, title of piece, size and medium of each piece

Individuals: a maximum of 5 images

Groups: 1 image per artist

Please let Sharon know when you have submitted your application and fees to the Cultural Council.

#### Information for Title Cards, Signs and Contact/Price lists

So that we can provide Title Cards, Signs and Contact/Price Lists, please provide the following information:

Title of Exhibit

Name of artist and organization, if applicable

Current mailing address

Exhibit dates

For each piece on display – artist's name, title of piece, medium, size, price, artist's preferred contact information (phone number or email address)

### What you need to know:

#### Art requirements

Minimum size for 2D art work – 11" depth x 14" width.

Work must be framed or gallery wrapped and ready to hang with picture wire (no sawtooth hangers please). If gallery wrapped, sides should be painted with no staples showing.

Work over 50 pounds must be indicated.

#### Courthouse location

The Courthouse is located at 2000 16th Avenue in downtown Vero Beach.

A parking garage is located directly across the street from the main entrance.

#### Courthouse entry

All exhibiting artists must enter through front entrance and pass through security.

#### Courthouse loading dock

Please notify the Cultural Council's Art in Public Places contact person at least one week in advance if you will need to use the loading dock for delivery of multiple, heavy or large artwork so that arrangements can be made with courthouse security.

Artists must first pass through security at the front entrance before using the loading dock.

The loading dock is located at the rear of the building.

#### Exhibit hanging and removal time

Arrival time is 9:00 a.m. for delivery of art on entry date and for removal on take down date. All items must remain hanging for the duration of the exhibit. A representative from the Cultural Council's Art in Public Places committee will be at the Courthouse at 9:00 a.m. to assist you the day of delivery and to check you out on removal day. You will be asked to initial each item you pick up on the roster. If you are unable to pick up your work, please make arrangements for a substitute and notify the Art in Public Places representative.

#### Hold Harmless Agreements

Exhibiting artists are required to sign the County "Hold Harmless" agreements provided on the entry date of your exhibit.

