



3333 West Arthington Street 3rd Floor, Chicago IL, 60624

Murphy-Hill Art Gallery Exhibition Rules and Regulations

Murphy-Hill Gallery (MHG) is a contemporary fine art gallery. We provide exhibition space for fine artists in the area of painting, photography, sculpture, and mixed media. Interested applicants must complete an application form to be considered.

The mandate of the MHG is:

- To provide a venue for contemporary art in a public gallery setting.
- To increase the awareness of local, national and international fine art within the Lawndale community.
- To act as an educational organization for the arts.
- To provide a vehicle for local artists and artisans to exhibit their work.

PART A

Application Process:

To be considered as an Exhibitor, please:

- (i) Complete the attached application form.
- (ii) Provide a letter or resume that includes the following information:
 - Years of experience as an artist.
 - List of other galleries or shows where your work has been exhibited.
- (iii) Provide photographs or CD Rom of all artwork to be included in their exhibit. (Note: The artist must provide technical method for viewing CDs)
- (iv) Artist statement.
- (v) Signed statement of release.
- (vi) Abide by the Rules of Gallery and procedures established by the Director.
- (vii) All of the above will be based on review for the application process and completing the application does not guarantee you space.

PART B

Exhibitors will be required to abide by the following rules and regulations in order to display works in the gallery:

Application/Reservations

All those who wish to exhibit in the gallery must complete the standard application form and agree to follow all of the conditions stated in this policy. Reservations for Art Gallery displays must be submitted to the Director no later than one (1) week in advance of the scheduled period of the display. The Director will have complete administrative responsibility for the approval of applications. Applications are reviewed on a first come, first-served basis within one (1) week of receipt of the completed application. Please notify the Director immediately if a reservation is to be canceled. The director will continue to accept applications up to one (1) week of the show.

Artist are not permitted to place in the Gallery any advertisement or receptacle, which solicits monetary donations or advocates or solicits consideration of any product or service sold by any business, charitable enterprise, or individual.

Contract

The Exhibitor is required to sign a contract, which must be returned to MHG no later than seven (7) days before the first day of the exhibit. Failure to do so may result in the cancellation of the exhibit.

Size/Location of Gallery

The Gallery consists of two display areas: wall pace is 19' x 9' wall panel is 20' x 8'
The Gallery is located on Level 3 of the Sears Building.

Length of Exhibit

The preferred length of exhibit is 5 ½ weeks. Upon request, Murphy-Hill will consider shortening or extending the period.

Retainer

A retainer for \$150.00 must be submitted 7 (seven) days in advance of the exhibit. Should the Exhibitor need to cancel, they must do so at least seven (7) days before their exhibit date in order to have their retainer refunded.

Fees

\$150.00 per exhibit, No commissions will be taken. **Note: fees are subject to change without notice.**

Sales Transactions

MHG will be responsible for sales transactions of the Works during the exhibit. The Director will provide a list of barcoded SKU numbers for each piece based on the approved list of

Works. The Exhibitor will be responsible for placing the bar coded SKU numbers on the appropriate pieces before them being hung. MHG will provide the numbers on the first day of the exhibit. Artwork exhibiting in the gallery cannot be sold outside the gallery, online via artists own website or EBay while exhibiting at the MHG. **Artwork that is sold must remain in the gallery for the duration of the show.**

Packaging Materials

The Exhibitor will be responsible for supplying all materials required to package works that are sold during the exhibit. These materials can be left with the Director or volunteer for the duration of the show.

Artist statement

Artist statement explaining your intentions of how and what you expect to exhibit, e.g. " I plan to complete four 8" x 5" canvases, one on each wall directly facing each other reflecting the life and times of Picasso as he lived during the 2nd World War, how this period affected his work and changed the direction of his life."

Statement of Release

A signed Statement of Release must be included in the original application.

Working Relationships

The Exhibitor will only liaise with the Art Director regarding any matters that may arise before, during, or after the exhibition.

Subject Matter

Due to the sensitivities that must be considered in a gallery environment, MHG reserves the right to refuse the display of any works that contain obscenity, nudity, religious, mythological and/or metaphysical symbolism or pieces that may impose a threat of physical harm to patrons and respect for the diverse beliefs and values of the Lawndale community. The MHG does not permit the display of works which are offensive to decency, or which are of an obscene or immoral nature, or so suggestive as to be offensive to the moral sense, or which are calculated to incite crime. The MHG does not permit the display or exhibit any materials that advocate the election or defeat of a candidate for public office or which advocate affirmative or negative votes concerning any political proposition.

Insurance

MHG assumes no responsibility for the preservation, protection, or possible damage, or theft of any item displayed. The Gallery does not provide any insurance coverage for the artwork, The owner of displayed artwork agree to defend, indemnify, and hold harmless the MHG from any and all losses, claims or liability arising out of or relating directly to the use of its premises. The exhibitor is encouraged to maintain their own insurance while the works are on display in the gallery. The exhibitor shall be notified immediately if any damage is noted or if any of the Works are unaccounted for during the exhibit. Reasonable safeguards will be taken to ensure the security and safety of all artwork.

Transportation of Artwork

The Exhibitor is responsible for the transportation of the works to and from MHG.

Display/Labeling of Works

All paintings, prints, drawings, photographs, and other 2D artwork must be suitably framed and wired, to fit on the gallery's hardware (no saw-tooth hangers). Unframed paintings that employ the wrap around canvas technique are acceptable if they are properly wired. Artwork that is not ready for hanging may be rejected for the exhibit. Absolutely no nails, tacks, pins, tape, or other adhesives may be used on the walls. **However, "sticky tak" supplied by MHG may be used to adhere labels only.** Gallery walls, panels, and display cases must be left in the condition they were found. The Artist making the reservation is responsible for any damages.

Installation of Artwork

The director will arrange date of installation with the artist. Supplies, accessories, and equipment needed to display artwork are the responsibility of the artist. The Works will be hung at a time mutually agreed upon between the Director and the Exhibitor. The Exhibitor will hang the Works with the assistance of MHG Volunteers. On average, it takes 2 hours to set up the exhibit. The Exhibitor will provide a label for each piece of artwork to hang in the Gallery. Labels must be no larger than business cards (3.5" x 2") and may only include the following information: the artist's name, title, medium, size and price or an indication that the piece is not for sale (NFS).

Removal of artwork

Artwork must be removed at the end of the assigned reservation period. The Gallery must be left clean and tidy. If the Exhibitor fails to remove the Works by the noted time, the MHG reserves the right to remove and store the Works. Works not picked up in ten (10) days a \$25.00 storage fee will be charged. Works not picked up in thirty (30) Days will be considered abandoned and becomes property of Murphy-Hill Gallery and the Director is not responsible for any loss or damage that may occur to Works removed from the Gallery.

About our Wall Hanging System (in transition)

Sliding stainless steel cables hang from 19 linear ft. of steel tracks. Security hooks fit onto the cables and adjust up or down. The hooks lock firmly in place with a key and the locking arm closes the hook to prevent snatch and run art theft. Recommended weight on one hook is 44 pounds. Pictures up to 90 pounds can be supported with two hooks.

Freestanding Exhibit Panels (in Transition)

Four double-sided 72"h x 96"w tack able panels are finished with natural canvas. **Artists may use tacks and pins, but no "sticky tak" or adhesives of any kind.** Panels can be displayed in a zigzag, cross or square arrangement. Hangers are the property of MHG and must be remain in the gallery.

Promotion

To assist in the development of promotional materials, the Exhibitor will supply a biography of the artist and/or description of the Works at least seven (7) days before the exhibit. A brief biography and/or description of the Works will be posted in the Gallery, MHG website, and emails. The Gallery reserves the right to publicize scheduled exhibitions via the tri annual Chicago Gallery News and news releases submitted to local newspapers or media. Applicants must notify the Director if they intend to send out their own publicity. Only (1) one guestbook will be in the gallery. The Gallery will supply the artist(s) with all guest info.

Opening Reception

An opening reception will be held for each show (First Saturdays) the artist must attend the opening reception.

Selection Process

The MHG will consider the following for review and discussion of the application.

- ✚ This is a new visual art experience for the community.
- ✚ The art is appropriate for public viewing.
- ✚ The art reflects the diversity of the community and/or provides opportunity for community enrichment.
- ✚ The artist has sufficient pieces for a gallery showing
- ✚ Application process
- ✚

Contact information

If you have any questions, please call 773.324.5781 and leave a message to Bill Hill or E-mail Bill Hill at murphyhillgallery@sbcglobal.net Art Director, Bill Hill will return your message at the first available opportunity. Internet address www.murphyhillgallery.com



Murphy Hill Gallery 3333 W. Arthington St. 3rd Floor, Chicago, IL, 60624 773.324.5781

Please print or type:

Name: _____

Address: _____ Apt # _____

City: _____ State: _____ Zip: _____ - _____

Home Telephone: (_____) _____ - _____ Other Telephone: (_____) _____ - _____

Website: _____ E-mail Address: _____

Medium: _____ Theme: _____

Pieces Available for Exhibit: _____ Dates of Show: _____

Brief remarks about the artist:

Date: _____ Artist Signature: _____

Art Gallery Participation Fee	\$150.00	\$ _____
Late FEE applies if application is Less than 7(seven) days before opening the exhibit	\$30.00	\$ _____
	Total	\$ _____

CHECK LIST

- () Statement of release. Keep a copy for your records.
- () Completed Application Form. Keep a copy for your records.
- () Submit 6 JPEG'S format on CD-ROM Must be 300 dpi, 4"x 6" in size, on PC OR Mac format(specify what format on CD.
- () Check here if you submitted JPEG'S be Email.
- () Payment of fees, Including late fees.
- () Make checks payable to: **Murphy Hill Gallery.**
- () **Mail all the above items to:** Murphy Hill Gallery 3333 West Arthington Suite 219, Chicago, IL 60624.

DISCLAIMER

I hereby permit Murphy Hill Gallery, to use the artwork and information I have submitted here with as promotional material, publicity, news media and for inclusion on the MHG website. I have read and understand all materials submitted to me. Please make a copy for your records.

Artist Signature: _____ Date: _____

MURPHY-HILL GALLERY

STATEMENT OF RELEASE

The undersigned hereby acknowledges and agrees to hold Murphy-Hill Gallery and employees free from any and all claims or responsibilities for damage or loss to any work of art shown, exhibited, or displayed by the artist during any art show. Murphy-Hill Gallery does not provide for insurance of artwork; any insurance coverage is the responsibility of the artist.

The undersigned hereby acknowledges and agrees that photographs submitted to the Murphy-Hill Gallery become the property of Murphy-Hill Gallery for the duration of the show, and that additional photographs may be taken of the artwork which may be used for the purpose of advertising and publicity.

Artist's Name (please print):

Artist's Signature:

Date: ____/____/____