

DOWNTOWN CAPE GIRARDEAU ART WINDOWS EXHIBIT

Old Town Cape, the Arts Council of Southeast Missouri, and the Rosemary Berkel and Harry L. Crisp II Museum at Southeast Missouri State University are partnering to launch a pilot project seeking artists interested in temporarily exhibiting their artwork in designated vacant storefront window locations in downtown Cape Girardeau. We recognize art as an important cultural element in the community, and understand the unique contribution of the Art Windows exhibition project to Cape Girardeau's downtown revitalization efforts. A Review Team comprised of representatives of the Old Town Cape, the Arts Council, and the Crisp Museum will select the displays for each location. Subject to space availability, displays will be on view for two-month time periods with the possibility of up to six months. Artists interested in displaying artwork should review the application process and exhibit guidelines listed below, and complete the attached release form and application.

ARTIST APPLICATION PROCESS

The exhibit release and application packet is available online at www.oldtowncape.org, www.capearts.org, or <http://www.semo.edu/museum/exhibitions/index.html>. Artist applications will be accepted on a first-come, first-served basis. Subject to space availability, applications will be reviewed two times per year by the Review Team. For consideration, applications must be submitted no later than 4 p.m. Dec. 15 for spring & summer displays; and August 15 for fall & winter displays. If approved, artists will be notified of the exhibit date and timeframe, storefront location, and the dates and times for the hanging and dismantling of the exhibition.

Completed applications, including a signed release form, should be submitted, by mail or in person, to Marla Mills, Executive Director, Old Town Cape, 418 Broadway, Cape Girardeau, MO 63701.

ART WINDOWS EXHIBIT GUIDELINES

EXHIBITING

The Review Team shall use its sole discretion to decide on the suitability of any art, storefront location, display structure, and any visual or written material that might accompany an exhibit. The Review Team will consider a wide range of artistic expression in deciding on potential exhibits. However, in deciding the suitability of any work, the Review Team is mindful that all segments of the community and all age groups may view these public display areas.

EXHIBITION PERIODS

Exhibits shall be on display for a minimum of two-month with the possibility of up to six-months. The exhibit committee has the authority to extend the period of time a display is on view. Participating artists will be contacted should an extension be warranted. Applications will be reviewed for the exhibition period following the deadline date (i.e., applications for the May deadline will be considered for the August through January exhibition period and applications for the October deadline will be considered for the February through July exhibition period). Hanging and dismantling of the exhibit is the responsibility of the artist. Approved exhibits are to be set up by the artist in their designated storefront locations, at the pre-arranged time, on the first business day of the two-month display period. Exhibitions are to be taken down by the artist, at the pre-arranged time, on the last business day of the two-month display period. A representative of the Review Team must be present for the installation and takedown. No access to the storefront window location will be allowed without the presence of a representative of the Review Team.

DISPLAY

Only freestanding display mechanisms, such as easels, may be used to display artwork. Painting or mounting items on storefront walls, windows or doors is strictly prohibited. No damage or alterations to the exhibition area will be permitted. The artist must supply all materials used for the exhibition. There will be no special lighting or other display materials provided on site. Artwork should be in keeping with the size of the storefront window space. Note that the storefront window spaces are unguarded, subject to intense and direct sunlight, and may not be climate-controlled.

LABELS

Artists may label and include prices on their artwork. If exhibitors wish to sell their artwork, it is recommended that they include the number, name and price of each individual item as well as their appropriate contact information. Any sales transactions will be made directly between buyers and the artist.

PUBLICITY

The Review Team will, at a minimum, announce the Art Windows pilot program, and submit a press release to local media outlets announcing the opening of the exhibitions. Information about upcoming exhibitions also will be included on the Arts Council's website, www.capearts.org. Any additional publicity for a specific exhibit will be the artist's responsibility.

INSURANCE

Exhibitors must sign the attached release form in order to display their artwork in the storefront spaces. If exhibitors want insurance coverage for their artwork, they must provide their own.

Questions can be addressed to:

Peter Nguyen, Director, Crisp Museum, museum@semo.edu, 573-651-2260

ART WINDOWS EXHIBITION

EXHIBIT RELEASE FORM AND APPLICATION

I, the undersigned, request the items described below be displayed in the Art Windows Exhibition in one of the available storefront window locations in downtown Cape Girardeau. In consideration of the privilege of displaying the items in the exhibition space, I release Old Town Cape, the Arts Council, the Crisp Museum, and the applicable property owners from responsibility for any damage and/or loss to these items on display. I agree to indemnify the Old Town Cape, the Arts Council, the Crisp Museum, and the applicable property owners, and any of their agents and/or employees, from all loss and/or expenses, including all costs and attorney's fees, and to hold them harmless from any liability arising out of, or resulting from the exhibit.

Further, I agree to the following conditions:

1. Old Town Cape, the Arts Council of Southeast Missouri, and the Crisp Museum reserve the right to determine the space for exhibits.
2. Approval of exhibits is at the sole discretion of a review team comprised of representatives of Old Town Cape, the Arts Council, and the Crisp Museum. Decisions will be based on a variety of factors including the suitability of the artwork for a public display area, the storefront location, the display structure, and any visual or written material that might accompany the exhibit.
3. I am responsible for installing and removing the exhibit at the pre-arranged times.
4. All installations must be done in a non-destructive, free-standing manner; and subject to the prior approval of the installation method.
5. I have read, understand, and agree to comply with the Art Windows Exhibit Guidelines.
6. I acknowledge and understand that Old Town Cape, the Arts Council of Southeast Missouri, the Crisp Museum, and applicable property owners will not provide insurance coverage for the artwork being displayed and it is the responsibility of the undersigned to secure proper insurance coverage for the items displayed.

Name: _____

Address: _____

Phone (home): _____ Phone (business): _____ Fax: _____

Email/ Website: _____

Signature: _____ Date: _____

APPLICATION

Artist Name: _____ Date: _____

Title of exhibit: _____

Please submit the following:

- 1) 10 images of work to be exhibited on CD/DVD (preferred) or photographs. When submitting digital images on a CD/DVD, the image size should not be larger than 2 MB.
 - for 3-D works: include 2 different views
 - video works should not be longer than 2 minutes in length
 - include contact info on CD/DVD/photograph

Note: Submissions of high quality digital images or photographs are recommended.

- 2) Detailed list of images submitted (size, title, date, medium)
- 3) Application fee check \$20 (\$10 for students) made payable to Old Town Cape
- 4) Submitted materials will be held for 6 months and will be returned only if a SASE has been provided or items can be picked up from Old Town Cape.

Preferred time for installation on the first day of the exhibition period: _____

Preferred time for removal on the last day of the exhibition period: _____

Provide any other information that may be included in exhibition publicity efforts (attach a separate page if needed): _____

Return the completed release form, application and attachments to:

Marla Mills
Executive Director
Old Town Cape
418 Broadway
Cape Girardeau, MO 63701