

## St. Thomas the Apostle Episcopal Church Art Exhibit Guidelines

St. Thomas the Apostle Episcopal Church supports our local arts community by providing space for local artists to show their work, by bringing traveling exhibitions to our community, and by providing free access to this work to the public. St. Thomas values art's ability to cultivate wonder, awe, beauty, perspective, creativity, critique, and commentary, all of which we believe to stem from the image and likeness of God. The goal of art exhibitions at St. Thomas is to make available to the community artistic experiences which will enhance its appreciation and understanding of various art forms, and to create an opportunity for our parish and larger community to engage with each other through the appreciation of the arts. Management of art exhibitions at St. Thomas is overseen by the parish Aesthetics Committee.

### 1. Eligibility of Artist:

- a. Eligible artists must be at least 18 years old. (Exceptions, such as special shows featuring artwork by young artists will be made at the discretion of the Aesthetics Committee).
- b. All artists interested in or solicited to exhibit their work must complete an Exhibition Application, including representative images of work to be shown if requested.
- c. Acceptance of works, in part or in whole, lies solely at the discretion of the Aesthetics Committee.

### 2. Eligibility of Artwork

- a. The work must be the artist's original artwork and cannot be constructed from a kit or any other pre-manufactured pattern. Work that varies substantially from images submitted with the artist's Application may be rejected at the discretion of the Aesthetics Committee.
- b. St. Thomas reserves the right to exclude artworks containing lewd, sexual, violent or political content at its discretion.
- c. All two-dimensional artwork must be wired and ready for hanging. Pieces must be framed or gallery wrapped with edges finished unless otherwise approved by the Aesthetics Committee. Size and weight suitable to hang on hooks and wires.
- d. All three-dimensional artwork must be stable and attached to any required pedestal (pedestal supplied by artist and approved by St. Thomas). All three-dimensional artwork is limited to 50 lbs (not including any required pedestals) unless otherwise approved by the Aesthetics Committee.

### 3. Exhibition Logistics

- a. The length of exhibitions may vary based on St. Thomas' projected schedule and agreement with the artist, but generally will be for a minimum of one month and a maximum of three months.
- b. Artist is responsible for installation and removal of the artwork in areas designated by St. Thomas. St. Thomas will provide two volunteers to assist with exhibition installation and removal.
- c. All art will be displayed with an identifying number. Artist will provide, in digital format such as Excel spreadsheet or Word document, a complete list of artworks in exhibition. Information will include artwork title, medium, size, date and price. Artist will coordinate numbering system of artworks with Aesthetics Committee for generation and printing of a price sheet.
- d. St. Thomas premises must be left in same condition as before exhibition. Materials for patching and spot painting will be provided if needed. Heavy-duty hangers such as bolts, drywall anchors, etc. require special review and approval.
- e. All artwork de-installation and necessary repair must be completed within seven days after the end of an exhibition. Artwork left after this time without prior, written special agreement becomes the property of St. Thomas to be handled at the discretion of the Aesthetics Committee.
- f. The Aesthetics Committee may on occasion schedule special exhibitions whose guidelines may vary from those stated herein.

#### 4. Publicity

- a. When possible depending on calendar and resources, St. Thomas will coordinate with artist to jointly host an opening reception for the exhibition. Artist will be present at the opening and provide a short artist's talk about the work.
- b. Artist will provide a short biography, contact information and digital images to be used by St. Thomas for publicity purposes.
- c. Permission to photograph and reproduce any artwork accepted for exhibition, for publicity purposes only, is considered granted to St. Thomas.

#### 5. Sales

- a. Artwork included in the exhibition may be available for sale at the discretion of the artist.
- b. Any artwork sold must remain in place until the end of the exhibition.
- c. All sales and responsibility for payment of sales tax will be handled by the artist; contact information for purchase inquiries will be collected by a representative of St. Thomas and forwarded to the artist.
- d. Payment to St. Thomas of a minimum 20% sales commission on all artwork sold is required.

#### 6. Release of Liability

- a. St. Thomas does not carry insurance on any artwork loaned to the church for an exhibition. All due care will be taken with property of the artist, but St. Thomas assumes no responsibility for damage, theft, loss or destruction of items left on display.
- b. Artist will sign an agreement to release St. Thomas the Apostle Episcopal Church and School and all employees thereof from all liability with respect to artwork included in the exhibition.