

ARTISTS EVERYWHERE Checklist

Artists interested in displaying their artwork, sculptures, pottery, etc... in North Myrtle Beach's City Hall as a part of the Artists Everywhere program should:

1. E-mail mtpetillo@nmb.us with the information listed below:
 - a. Artist biography
 - b. Photos of artwork to be displayed
 - c. Contact information (name, phone number, address, e-mail)
 - d. A completed copy of the Artist Consent form. If unable to e-mail signed consent form, fax to (843) 280-5593, ATTN: Artist Everywhere or Megan Petillo

2. Someone from the North Myrtle Beach Parks and Recreation Department will contact the artist to let them know if their artwork has been chosen to be displayed.

CITY HALL DISPLAY GUIDELINES

1. Artists are required to sign a waiver holding the City of North Myrtle Beach, its officers, employees and agents harmless.

2. Artists assume all responsibility for artwork left at City Hall and are encouraged to purchase insurance for their art. It is not required, but is encouraged.

3. Artists must set up their display on the 1st day their 4-week display begins between 1:00 pm and 5:00 pm.

4. Artists must dismantle and their entire display on the last day of their 4-week session between 8:00 am and 12 noon. Please respect City Hall's working environment and the cleanliness of the building when taking down your display.

5. Artists are expected to show their work for the agreed-upon period. Removal of work more than one week before the end of this period requires approval by the Artist Everywhere Event/Program Coordinator.

6. With the approval of the Artist Everywhere Event/Program Coordinator, artists may substitute a different work for one already on display.

7. Artists must negotiate day and time for removing art in advance with Artist Everywhere Event/Program Coordinator. Any changes in the agreed-upon day or time must be approved by Artist Everywhere Event/Program Coordinator.

8. Artists must sign in at the City Hall Receptionist Desk and show ID before removing any artwork.

9. Work not removed by the artist (or agent) by the end of the agreed-upon display period may be removed by the North Myrtle Beach Parks and Recreation Department (NMBPRD). In this case, the NMBPRD will attempt to reunite artist and work, but assumes no responsibility for loss or damage. The NMBPRD does not have room to store works of art.

10. Displays must stay within the dimensions listed below:

- a. No taller than 11 ft.
- b. No wider than the length of the glass wall.
- c. The display may not extend out further than 4 ft. from the wall.
- d. Displays must not exceed 20 lbs. per metal bracket (vertical bracket holding wire).

11. All artists' displays must be approved by the Artist Everywhere Event/Program Coordinator prior to artist displaying artwork.

- a. E-mail photos of artwork to Artist Everywhere Event/Program Coordinator at mtpetillo@nmb.us at least 1 week prior to scheduled display.
- b. E-mail professional biography for review by Event/Program Coordinator at least 1 week prior to scheduled display.

12. Artists Everywhere is an art exhibit which offers more cultural opportunities to the community Artists are not allowed to sell or list prices on artwork. Please provide business cards that will be placed beside the display for interested viewers.

CITY HALL ART HANGING SYSTEM

1. Cables hang from the wall mounted aluminum track with sturdy hooks that securely grip the cable and support artwork. For an example of the art hanging system visit www.galleriesystem.com (lighting options are not available).
2. To adjust artwork horizontally move the cables hanging from the wall mounted aluminum track left or right.
3. To adjust artwork vertically simply depress the button at the top of the hook, and slide to any position on the cable. When the button is released, the hook locks to the cable to hold artwork.

Push Button Hook Wall Mount Hanging System

4. Artists must provide hanging wire on the back of each piece of artwork (unless it's sculpture or something that is displayed by means other than hanging)
5. Artists may need to bring:
 - a. Step ladder or 6 ft. A-frame ladder
6. After hanging your artwork, if you would like the artwork to hang closer to the wall, use the small clear clips that are provided (ask the Receptionist to use the Parks and Recreation Departments hanging hooks). Suction the cups to the glass just above artwork (placing them just like the photo below) directly in line with the stainless steel cable. Place the stainless steel cable behind the hook, and clamp the hook; in return holding the stainless steel cable closer to the wall and drawing artwork to the glass wall.

ARTIST'S CONSENT

I have read and consent to the above City Hall Display Guidelines. My display period begins

_____ (date) and ends _____ (date).

WAIVER: I hereby agree to release, discharge and hold harmless the City of North Myrtle Beach, its directors, officers, employees, agents, contractors, volunteers and/or members/visitors from any and all liability or damage that may occur to my artwork while on display at the City Hall property. I understand that display of artwork may involve risks and I understand that the City of North Myrtle Beach does not provide insurance for artist's displays in any city facility.

PHOTO RELEASE: I understand that for promotional purposes that the City videotapes and/or takes photographs of participants and the interior of the facility. I hereby release and permit the City of North Myrtle Beach to utilize for said promotional purposes any photographs of my displayed artwork or myself while at City Hall.

Name: _____

Phone: () _____

Address: _____

City: _____ State: _____

Email: _____

Zip: _____

Signature: _____

Date: _____