



Department of Art, Culture + Tourism  
Angel Taveras, Mayor | Lynne McCormack, Director

## GALLERY AT CITY HALL APPLICATION & TERMS OF AGREEMENT

---

### APPLICATION FOR GALLERY AT CITY HALL

Artist or Organization Name:

Primary Contact:

Mailing Address:

Phone:

Email:

Website URL:

*One paragraph description of the proposed artwork to be presented, including the title of the work, medium and dimensions:*

*By submitting a proposal for consideration to the Gallery at City Hall, I agree to the City's Terms of Agreement.*

---

Artist Signature

Date

PROVIDENCE THE CREATIVE CAPITAL

444 Westminster Street, 3rd FL | Providence, Rhode Island 02903 | 401 680 5770 OFFICE | 401 680 5738 FAX  
[www.providenceri.com](http://www.providenceri.com)

---

## **TERMS OF AGREEMENT**

1. **ACCEPTANCE:** Submissions will be accepted on a rolling admission basis. The City of Providence (“City”) will be allowed to keep the submissions for as long as they see fit and will not return them to the artist unless they have already been displayed in the Gallery. The City may continue to hold onto the artwork after it has been displayed, but only with the consent of the artist.
2. **ELIGIBILITY:** The following requirements must be met and provided for by the artist and artist groups/organizations in order to properly submit his/her artwork:
  - i. artists are eligible regardless of race, ethnicity, gender, belief, national origin, sexual orientation or physical abilities.
  - ii. preference will be given to individuals or organizations that reside in, have a studio space or a business address in Providence, Rhode Island;
  - iii. proposals from individuals will be accepted, however, the Gallery will only exhibit group shows. The City is responsible for all curatorial decisions.
3. **PROPER SUBMISSION:** The following requirements must be met and provided for by the artist and artist groups/organizations in order to properly submit his/her artwork:
  - i. their contact information;
  - ii. a resume or Curriculum Vitae;
  - iii. three (3) .jpeg sample pictures in no bigger than six (6) inches in length and width;
  - iv. a one paragraph summary about the proposed artwork to be presented, including the title of the work, medium and dimensions;
  - v. a URL that provides a link to the artist’s website (if applicable); and
  - vi. a suitable self-addressed stamped envelope (SASE) if you are submitting by traditional mail and would like your proposal/support materials returned to you. AC+T is not responsible for loss of/or damage to support materials that are not accompanied by suitable SASE.
4. **EXCLUSIVITY:** Individual artists will not have exclusivity to the Gallery. The Gallery will only display group shows and it will be up to the discretion of the City to decide where, when

and with what other piece(s) the artwork will be displayed. Solo artists will have their artwork grouped with other solo and group artist's artwork in the exhibitions.

5. **INSTALLATION:** The artists must also ensure that the artwork is installation ready with two hooks attached to the artwork on each side with picture wire attached.
6. **RIGHTS TO THE ARTWORK:** Upon acceptance of the artwork to the City, the City will retain the rights to photograph the artwork for promotional purposes.
7. **NOTIFICATION:** The artist will be notified when their work will be on display and it will not be done so without his/her consent.
8. **DELIVERY:** Artwork that is selected for the Gallery will not be accepted unless it is delivered to the City on the last business day prior to the exhibition of the piece opening unless the City has made special arrangements otherwise with the artist.
9. **RETURN OF ARTWORK:** Artwork will be returned to the artist after the Gallery displaying the piece has been completed, unless the artist has given their consent for the City to continue to hold onto the artwork. The artist must pick up the artwork within three (3) business days upon completion of the exhibit. Furthermore, the artist will provide the resources to pack and remove the artwork from the Gallery. The City is not responsible for unclaimed work. If the artist fails to pick up the work within the time allotted it will be sent to the address provided by the artist. The artist will be responsible for reimbursement to the City for any and all costs incurred returning the artwork to the artist.
10. **APPLICATION REVIEW:** Applications and support materials are reviewed by the staff of AC+T for the quality of work, educational potential, and clarity. AC+T may ask for and contact applicant's professional references and/or request to meet with artists as part of the selection process. The review process may also include a phone interview or studio visit to view actual work.
11. **UNACCEPTABLE SUBMISSIONS:** The City will not consider the following:
  - i. proposals for one-person exhibitions;
  - ii. proposals that include a general call to artists;
  - iii. proposals which need financial support from the Gallery At City Hall;
  - iv. proposals which are late or incomplete;
  - v. proposals which are inappropriately scaled for the Gallery at City Hall; or

vi. proposals which have highly unusual installation requirements.

12. **INAPPROPRIATE SUBMISSIONS:** Artwork will not be accepted nor displayed by the City if it includes nudity, violence or explicit language or depicts discrimination based on race, color, national origin, ancestry, religion, age, gender, sexual orientation or disability.
13. **SALE OF ARTWORK:** The Gallery is not a commercial gallery, and since it is public property it should not be used for commercial purposes. This does not mean that work on display cannot be made available for sale. It means that the sale of the work should be subordinate to the display of work. An information stand will be available, which can accommodate 8 ½" x 11" sheets with information on the artist and artwork. These sheets can contain pricing information, as well as information on how an interested buyer can purchase a work of art. Sales should not take place on site, and any work purchased during the run of a show must continue with the show until it is taken down. The labels of works that have been purchased may be marked with a small dot or other symbol, at the discretion of the exhibitor, to indicate that the work is no longer available for sale. Labels should not indicate that a work is or not for sale: that information should be available only on the information sheets described above. The City will not participate in the sale of any item on display in the Gallery, nor will it seek any commission or payment for the sale.
14. **INSURANCE:** Artist recognizes that the Gallery will not profit from a sale of the artwork and that the Gallery shall have no responsibility for the loss or damage or misappropriation of artist's work. The artist understands and agrees that the Gallery holds no insurance coverage on any works submitted or displayed in the Gallery. Artist recognizes and agrees that the artist may purchase insurance to cover any such loss but, by entering into this agreement, artist agrees that artist's only remedy upon loss, damage, or misappropriation shall be for such insurance coverage to be purchased by artist.
15. **DUTY OF CARE:** The Gallery will exercise the same care in respect to the artwork as it does in the safekeeping of comparable property of its own. The artwork shall remain in the possession of the Gallery for the time specified on the face of this agreement and shall not be removed by the artist or by any agent of the artist prior to the official closing date of the exhibition. The Gallery reserves the right to withdraw the artwork from the exhibition at their discretion.
16. **OPENING RECEPTION:** The City will make the Gallery available for a reception while the exhibit is on view at no cost to the artist. However, the artist will be responsible for the cost of refreshments. The artist and the City will coordinate to determine the date of this reception.

**Application checklist**

- ☐ Completed Application with artist signature (page one)
- ☐ Resume or curriculum vitae
- ☐ Three (3) .jpeg sample pictures in no bigger than six (6) inches in length and width
- ☐ A suitable self-addressed stamped envelope (SASE) if you are submitting by traditional mail and would like your proposal/support materials returned to you. (The City of Providence's Department of Art, Culture and Tourism is not responsible for loss of/or damage to support materials that are not accompanied by suitable SASE.)

**Email:**

[sfortunato@providenceri.com](mailto:sfortunato@providenceri.com)

**Subject:**

Gallery at City Hall Application

**Mail:**

Stephanie P. Fortunato, Deputy Director  
City of Providence Department of Art, Culture + Tourism  
444 Westminster Street, 3<sup>rd</sup> Floor  
Providence, RI 02903

Questions Phone: 401-680-5456

Fax: 401-680-8493

[sfortunato@providenceri.com](mailto:sfortunato@providenceri.com)