

Loveland City Hall Art Gallery

Artist Guidelines

The Loveland Arts Commission is proud to support local artists by providing a public space to showcase their work. The Loveland City Hall Art Gallery is a community-centered venue designed to celebrate the creativity of artists who live, work, or study in Loveland.

Eligibility

- Artists must live, work, or love Loveland.
 - Artists of all ages are encouraged to participate.
 - The committee will ensure that adult and children's artwork are not displayed simultaneously unless deemed appropriate.
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Exhibition Details

- A minimum of four exhibitions will be scheduled annually.
- Exhibitions are open to all forms of visual art.
- Shows may feature a single artist or multiple artists.
 - Exhibit sizes range from small (approximately 25 pieces) to large (up to 50–60 pieces).
- The committee may pick a theme for an exhibition or may invite a single artist, club, school, or other organization to showcase their artwork.
- The gallery is equipped with a professional Walker hanging system for secure and flexible display.
- A glass display case is available for exhibiting smaller works, sculptures, or delicate pieces.
- The exhibition schedule provided is a sample only; the committee may permit shorter or longer exhibits.
- If an exhibition needs to be shortened or extended, artists will be notified promptly by the Arts Commission.

Proposed 2024 Exhibition Schedule

- **January – February** (Setup in late December, removal in early March)
 - **April – May** (Setup in late March, removal in early June)
 - **July – August** (Setup in mid-June, removal in mid-September)
 - **October – November** (Setup in late September, removal in early December)
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Artist Responsibilities & Guidelines

- Artists will be notified in advance of when to deliver and retrieve their artwork.
 - Artwork installation will be completed by the artist with assistance from the Arts Commission if needed.
 - Sales transactions will be handled directly between the artist and the buyer.
 - If a piece is sold, it may remain hanging in the gallery. The artist must update the artwork tag with a sticker or other visible notation to indicate that it has been sold.
 - If a piece is sold and removed during the exhibition, the artist must provide a replacement piece of art.
 - Artists are encouraged to promote their work on their own websites and social media platforms.
 - There is no participation fee.
 - All submissions must be original works created by the exhibiting artist.
 - Each piece of art must include a typed identification tag that can be attached to the wall, suggested size 4" x 5." Include the following information:
 - The title of the artwork
 - The artist's name
 - The price (or a note indicating it is not for sale)
 - Contact information for the artist
 - Logos and QR codes are permitted but not required.
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Artwork Presentation Standards

- Artwork must be properly framed or mounted as necessary for secure display.
 - Any work requiring special installation needs must be pre-approved.
 - Size and weight restrictions may apply based on gallery space and hanging system capabilities.
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Theme or Medium Restrictions

- As this is a government building, artwork should be appropriate for a public setting.
 - No explicit, political, or otherwise controversial content is permitted.
 - Sculptures and 3D works may be allowed but must be self-supporting or fit within designated display areas.
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Artwork Security

- The City Hall gallery is located in a public space that is accessible during regular business hours.
 - The area is monitored, but the City of Loveland does not assume responsibility for theft or vandalism.
 - Artists should consider security risks when selecting pieces for display.
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Liability & Insurance

- The City of Loveland is not responsible for any lost, stolen, or damaged artwork.
 - Artists are encouraged to carry their own insurance if desired.
 - All work is displayed at the artist's own risk.
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Drop-off & Pick-up Deadlines

- Artists must adhere to scheduled drop-off and pick-up dates.
 - Any artwork not retrieved within the designated timeframe may be subject to storage fees or removal at the discretion of the Arts Commission.
 - If an artist is unable to meet the scheduled deadlines, they must notify the Arts Commission in advance to make alternative arrangements. Contact Misty Clark at 513-707-1437 or mclark@lovelandoh.gov.
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Artist Agreement

- All participating artists will be required to sign an agreement acknowledging these guidelines.
 - The agreement will confirm the artist's understanding of the liability policy, artwork presentation requirements, and content restrictions.
 - Failure to comply with the agreement may result in exclusion from future exhibitions.
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Promotion & Publicity

- The City and Arts Commission will make efforts to promote each exhibition through local media and social channels.
 - Artists are encouraged to provide a bio, artist statement, and images for promotional use.
 - Artists may supply business cards or small informational materials for visitors.
 - Artists may also promote their artwork on their own sites and platforms.
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Reception & Opening Events

- Artists may host an opening reception with prior approval.
- Receptions must comply with City Hall policies regarding gatherings and refreshments.
- Guests are welcome, but artists must coordinate logistics with the Arts Commission in advance.

For more information, please contact the Loveland Arts Commission. We look forward to showcasing incredible talent within our community!

How to Apply

Artists, clubs, organizations, schools, and others interested in participating in the City Hall Art Gallery must complete an interest form on the city's website at www.lovelandoh.gov or contact Misty Clark at 513-707-1437 or mclark@lovelandoh.gov.

City Hall Address: 120 W Loveland Avenue

Lobby Hours: Monday – Friday, 8:00 a.m. to 4:30 p.m.

City Hall Art Display Program - Artist Submission Checklist

Artist Name: _____

Email: _____

Phone: _____

Website/Social Media (if applicable): _____

- ☒ Completed Artist Application Form
 - Ensure all fields are filled out, including contact information, artwork details, and exhibition preferences.
- ☒ Artist Statement (Optional but Recommended)
 - A brief statement about your work, inspiration, and artistic background (100-300 words).
- ☒ Artwork Details (For Each Piece Submitted)

For each piece, include:

 - Title
 - Medium (e.g., oil on canvas, photography, sculpture)
 - Size (Height x Width x Depth, if applicable)
 - Year Created
 - Price (if applicable)
- ☒ High-Quality Digital Images of Artwork
 - Submit up to three [X] high-resolution images (JPEG or PNG format, 300 dpi recommended).
 - File names should include your last name and artwork title (e.g., *Smith_SunsetReflection.jpg*).
- ☒ List of Preferred Exhibition Dates
 - Indicate any preferred months or availability restrictions.
- ☒ Signed Artist Agreement
 - Review and sign the City Hall Art Display Agreement, outlining terms and responsibilities.
- ☒ Display Requirements & Special Considerations
 - Note if any pieces require special mounting, pedestals, or protective covering.
- ☒ Short Artist Bio (Optional but Encouraged)
 - A short biography (100-200 words) that may be used in promotional materials.
- ☒ Publicity Photo (Optional but Encouraged)
 - A professional or clear personal photo for promotional use (JPEG or PNG format).
- ☒ Submission Deadline Met
 - All materials must be submitted by [Deadline] to be considered for the upcoming exhibition cycle.

Loveland City Hall Art Gallery Artist Exhibition Agreement

This agreement is made between the Loveland Arts Commission and the exhibiting artist, identified below, for the purpose of displaying artwork at the Loveland City Hall Art Gallery.

Artist Information

- Artist Name: _____
 - Address: _____
 - City, State, Zip: _____
 - Phone Number: _____
 - Email: _____
 - Website/Social Media (if applicable): _____
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Exhibition Details

- Exhibition Dates: _____
 - Artwork Delivery Date: _____
 - Artwork Pick-up Date: _____
 - Number of Pieces Displayed: _____
 - Medium(s) Used: _____
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Artist Responsibilities & Acknowledgment

By signing this agreement, the artist acknowledges and agrees to the following:

1. **Original Work:** All submitted artwork is original and created by the artist.
2. **Display & Installation:** Artwork installation will be completed by a volunteer team designated by the Arts Commission.
3. **Sales & Transactions:** Sales are handled directly between the artist and the buyer. Sold pieces may remain displayed, with a visible "Sold" notation.
4. **Artwork Tags:** Each piece must have a label listing the artist's name, title, price (or NFS), and artist contact details.
5. **Content Restrictions:** Artwork must be appropriate for public display. No explicit, political, or controversial content is permitted.
6. **Promotion:** The artist may promote their work on personal platforms. The Arts Commission may use images for promotional purposes.
7. **Security & Liability:** The gallery is a public space, and while monitored, the City of Loveland is not responsible for loss, theft, or damage. Artists exhibit at their own risk.

8. **Pick-up Deadline:** Artwork must be retrieved on the designated date. Unclaimed artwork may be subject to storage fees or removal.
 9. **Reception (Optional):** If an artist hosts an opening reception, they must coordinate with the Arts Commission and comply with City Hall policies.
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Liability Waiver

I, the undersigned, acknowledge that the City of Loveland and the Loveland Arts Commission assume no responsibility for the safety, loss, or damage of my artwork. I agree to display my work at my own risk and release the City and Commission from any liability arising from my participation in this exhibition.

Artist Signature: _____

Date: _____

Loveland Arts Commission Representative Signature: _____

Date: _____

For questions or more information, please contact Misty Clark at 513-707-1437 or mclark@lovelandoh.gov. Please return this form prior to or when artwork is dropped off at City Hall.

Thank you for participating in the City Hall Art Gallery exhibition!