



## **THE GALLERIES at the HUNTERDON COUNTY HISTORIC COURTHOUSE EXHIBITION GUIDELINES AND SUBMISSION FORM**

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The Hunterdon County Cultural & Heritage Commission provides exhibit space for County art and history organizations in the Galleries at the Historic Courthouse. The mission of the Galleries is to benefit and provide expanded visibility for as many local artists and organizations as possible, as well as providing art exhibitions in a nontraditional venue for public enjoyment. Juried exhibitions are held periodically. The Galleries welcome the display of group art exhibitions from established Hunterdon County organizations.

### **SUBMISSION INFORMATION AND INSURANCE FORMS**

- Submission of artwork does not guarantee exhibition. The County retains the right to exclude any work from an exhibit at its discretion.
- All potential exhibiting artists will receive a digital or print submission form that requests the artist's name, address, phone, and e-mail, as well as title, medium, dimensions and value of the artwork being displayed.
  - The form may be copied to document additional pieces of artwork submitted for exhibition.
  - Forms must be returned to the Cultural & Heritage office at least one week or more in advance of the exhibition.
  - If a piece of artwork is not for sale, "NFS" should be noted in the appropriate blank, however artists must still provide the value of each piece exhibited for insurance purposes.

### **EXCLUSIONS**

- Only original artwork may be exhibited.
- The Gallery at the Historic Courthouse is a publicly funded venue visited by people of all ages. Artwork presented for public display should be appropriate. The County retains the right to exclude any work deemed inappropriate from an exhibit at its discretion.
- Artwork featured in the exhibit must be on display for the entire length of the exhibit. Artists who remove their works prior to the exhibit end date will be excluded from future exhibitions in our venues.

### **INSTALLATION**

- The exhibitor will be responsible for dropping off and picking up artwork on the dates, times and the place designated by the Cultural & Heritage office.
- Cultural & Heritage staff installs all artwork.
- Artwork should not exceed 30" in width including the outside dimension of the frame.
- Artwork must be wired appropriately and be delivered ready for hanging. The County retains the right to eliminate any work from an exhibit if it is deemed unsafe to hang or improperly wired. This determination is made solely at the discretion of Cultural & Heritage staff. Artists whose work is deemed ineligible to hang may submit properly wired artwork in future exhibits.



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### **PUBLICITY AND PROMOTION**

At least three jpg (minimum of 300dpi) images of three separate pieces of artwork submitted for exhibition should be e-mailed to [cultural@co.hunterdon.nj.us](mailto:cultural@co.hunterdon.nj.us) three weeks in advance of the exhibition by the organization's primary contact. Images will be used for promotional purposes.

### **SALES**

The Hunterdon County Cultural & Heritage Commission will display the price of artwork for sale on the artwork label when appropriate. Interested buyers are directed to contact the Cultural & Heritage office with their contact information. Cultural & Heritage staff will provide the interested buyer's contact information to the artist so that financial arrangements between those two parties can be made. When satisfied, the artist will inform the Cultural & Heritage office in writing that the work has sold so that signage can be updated accordingly. A pickup date for the artwork should be arranged by the artist and the buyer. All sale pickup dates MUST be after the exhibition's end date.

### **ART CASES**

Four display cases with plexiglass tops are available for three dimensional pieces of artwork. Three of the cases are cubes that measure approximately 20 inches on each side and 16 inches high; the other case is rectangular and measures approximately 42 inches wide, 21 inches long and 18 inches high. All previously stated policies apply to the display cases with the exception of those related to the proper wiring and dimensions of a painting.

### **LOCATION AND PARKING**

The Galleries at the Historic Courthouse are located on the first floor of the Hunterdon County Historic Courthouse at 71 Main Street, Building 3 in Flemington, NJ. There is parking in the back of the building accessible from both Main and Court Streets. An accessible entrance is in the glass/steel connector between the old stone building and the white historic courthouse. From the placarded parking behind the Administration/Courthouse complex, proceed through the lot (towards Court Street) to a pathway between the brick Hall of Records building and the old stone building. Enter through the glass doors and take the elevator to 1R for the gallery rooms.



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This form **MUST** be completed and returned in advance of the exhibition to the Hunterdon County Cultural & Heritage Commission (HCC&HC). **READ** the Artist Agreement and Waiver of Liability, then **PRINT** or **TYPE** all requested information and return to [cultural@co.hunterdon.nj.us](mailto:cultural@co.hunterdon.nj.us)

### **Artist Agreement & Waiver of Liability**

**Originality:** In consideration of the opportunity to display my work to the public, and other good and valuable consideration, the adequacy and sufficiency of which is hereby acknowledged, I, the undersigned artist, certify that the art that I am submitting is my original art and that I am the author and creator of such art. I acknowledge that the HCC&HC reserves the right to accept or deny any submission with or without cause.

**Promotion and Publicity:** I grant the HCC&HC permission to publish in all media my name,

artwork, and location for use in promotion through print media, television, and the internet. I further allow the HCC&HC to release such information to other persons and entities. My name will be attributed to my pieces that are shown by the HCC&HC or other persons or entities.

**Responsibility:** I understand that the HCC&HC and all its affiliates do not assume responsibility for loss or damage to my artwork(s) or the loss or damage to frames or glass, no matter how sustained. Reasonable safety and electronic security precautions are in place. I also understand that the HCC&HC will not be insuring any of my work whether displayed or not and strongly recommends that I carry my own personal property/fine arts insurance for items provided to us whether displayed or not.

**Artwork remains in the gallery until the end of the exhibit:** I understand that if my artwork is accepted for the show that the work may not be removed from the exhibition until the pre-designated pick-up date. It is my responsibility to notify the HCC&HC in writing or by email of a third-party pick-up of artwork at the conclusion of the exhibition. Artwork sold prior to the exhibit must be placed in the show. Replacement pieces are not accepted.

**Sales of Artwork:** I am responsible for all sales transactions and the collection and filing of applicable sales tax. I acknowledge that I have read and understand all terms contained in the Gallery Guidelines and the Artist Agreement and agree to be bound by the terms and stated expectations. Please note: the value of each artwork **MUST** be listed even if it is not for sale. **VALUE** and **SALE PRICE** must be the same.



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**Waiver of Liability:** Once I submit this form electronically or by paper copy, I (the artist), my heirs, successors, and assigns, shall indemnify and hold the HCC&HC and appointed officers, volunteers, employees harmless from any and all claims, costs and liabilities for any artwork damage, personal injury, death, or other property damage which is the result of handling and displaying the artwork at The Galleries at the Hunterdon County Historic

Courthouse. Our partners' employees or contractors are likewise held harmless from any and all claims from the artist, heirs, successors or assigns from any artwork damage, personal injury, death, or other property damage, and related costs and liabilities, which is the result of handling and displaying the artwork.

Artist Name:

Address:

Telephone:

E-Mail:

Exhibition:

Title of Artwork:

Medium:

Dimensions:

Value of Work:

Is the artwork available for sale?                      Yes                      No

### **Additional works by same artist:**

1. Title of Artwork:

Medium:

Dimensions:

Value of Work:

Is the artwork available for sale?                      Yes                      No



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2. Title of Artwork:

Medium:

Dimensions:

Value of Work:

Is the artwork available for sale?      Yes      No

3. Title of Artwork:

Medium:

Dimensions:

Value of Work:

Is the artwork available for sale?      Yes      No

4. Title of Artwork:

Medium:

Dimensions:

Value of Work:

Is the artwork available for sale?      Yes      No

5. Title of Artwork:

Medium:

Dimensions:

Value of Work:

Is the artwork available for sale?      Yes      No

Signature: