



Brookfield Arts Commission Art Exhibit Information

Thank you for your interest in having your artwork displayed in the halls of Brookfield Town Hall.

The Process:

- Please email: brookfieldartscommissionct@gmail.com with “Art Exhibit Request” in the subject line. Include: 8-10 pictures of your work and/or a link to your website, if applicable.
- The Commission will review your work and notify you whether or not your work has been approved.

If Approved:

- We will contact you to determine dates for your Art Exhibit. (Typically hung for about 6 weeks.)
- Please email: brookfieldartscommissionct@gmail.com with “Artist Biography” in the subject line. Include: A one-page biography to be hung with your exhibit in Town Hall.
- We will email you a Contract for you to complete with the descriptions of each piece to be hung, detailing each work by: size, medium used, title (if applicable), and the price of any item(s) for sale as well as US tax Form W-9 to print and fill out. This form is required for the case of art sales.
- Signatures are required on two contract releases: 1) The Brookfield Arts Commission 2) the Town of Brookfield from all liability, loss, or damage for the duration of the Exhibit including set up and break down.

The Art Exhibit Set up & Breakdown:

- Artist must meet an Arts Commission member at Town Hall with your artwork at an agreed upon time for hanging. Please bring your completed tax Form W-9 and signed Contract.
- Please have your artwork ready to hang on our wire hanging system with hooks. We are not able to fasten, tape, nail or otherwise secure anything directly to the wall.
- At the conclusion of your Art Exhibit a member of the Arts Commission will contact you about arrangements for picking up your artwork.

Art Opening and Reception:

- The Brookfield Arts Commission will host one evening reception during the exhibit if the Artist wishes.
- The Brookfield Arts Commission will promote your exhibit on its social media pages and the town’s website.
- We encourage Artists to invite guests to their reception and promote the exhibit for the greatest attendance.

Sales:

- Checks for purchases should be made out to the Town of Brookfield with the artist’s name in the memo line.
- The Brookfield Arts Commission will receive 25% commission on sales of works while they are on show at Town Hall. The artist will be paid for sales within about three weeks after the close of the exhibit.