



Town of Jupiter Art Committee • 200 Military Trail, Jupiter, FL 33458 • 561-741-2400

## **Community Center Art Gallery Opportunities**

### **Application Procedures and Guidelines for Submissions**

**Submissions for all 2D** (drawing, painting, photography, prints, mixed media, etc...) are hung by the Art Committee members. The gallery area consists of two (2) hallways (one short and one long) on the south side of the Jupiter Community Center Building located at the address listed above; it is directly across (West) from the Town Hall building. We use a ceiling track and hanging rod system. The art is hung on a hook or a tray attached to the rod. Art that is abnormally heavy can be a problem.

**3D artwork** (sculpture, ceramics, jewelry, etc...) must be small enough to fit in our glass display case. No freestanding art or stands are permitted in the Community Center halls. Suitable items are specifically accepted for display in our locked glass cabinet

**No freestanding statuary or pedestals are permitted.** All art is hung on the walls or placed within the display cabinets.

**Who can apply** – any artist can submit an application to display his or her work. Jupiter artists (living and working in the Jupiter area) will be given preference. Work by local students will also be considered and may be submitted by either the student or the art teacher. The May exhibit traditionally showcases students' art, and generally, there are monetary awards for outstanding student art.

**Members of the Town of Jupiter Art Committee** will review all applications, make the decisions on what will be displayed, and contact those artists that have been selected to exhibit their work.

**Artwork is chosen based on quality, appropriateness, appeal, and availability.** You may submit as many pieces as you would like. Keep in mind that they all may not be selected.



**Application packet should include (in addition to the application) –** a typed list of each piece (including: Title, Date Created, Size and Media, Price or NFS) and photo of the piece (72dpi) JPEG files.

**Artwork chosen for exhibit –** when brought in for display, must be labeled with name of artist, title of work and contact info (phone, email or website info). Prices or NFS will be included on the display label created by the Art Committee.

**Additional Information:**

- All purchase and sale negotiations are to be directly conducted between artist and client. The Town of Jupiter Art Committee does not take any commissions for artwork sold. However, when a sale is made, a donation to the Art Committee is greatly appreciated.

- Artwork chosen for exhibit should be available for the full length of the exhibition time, approximately 1-2 months. If an artist needs to remove a piece before the timeframe is completed, it should be noted on the Artist Application form, if possible. The artist must contact Satu Oksanen, 561-741 2524 to make arrangements.

- The Town of Jupiter provides insurance for an artist's work on display to the extent of a value not more than \$1,000 per item and \$50,000 per exhibition. If the artist feels this is not sufficient for the work, he/she is encouraged to provide additional insurance.

- By signing the Artist Application, the artist grants the Town of Jupiter Art Committee permission to reproduce images of accepted artwork for promotional purposes.



**Town of Jupiter - Artist Application  
Community Center Art Gallery**

**Artist Contact Information:** Please Type or Print Clearly

Artist Name: \_\_\_\_\_

If Artist is a student, name of teacher; if artist is under 18, name parent or guardian.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Locally: Y N Where: \_\_\_\_\_

**Submission Information:**

Dates artwork is available: \_\_\_\_\_ # of Pieces Submitted: \_\_\_\_\_

**Please email your submission to:**

**Satu Oksanen – [satuo@jupiter.fl.us](mailto:satuo@jupiter.fl.us) – 561-741 2524**

or Mail **to:** Town of Jupiter Art Committee • c/o Neighborhood Services, 210 Military Trail,  
Jupiter, FL 33458, Attn. Satu Oksanen.

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Town of Jupiter Art Committee is not responsible for artworks left after the end of the exhibition dates.** Artists must make arrangements to pick up their artwork on the specified date as we have no space available to store artworks. **INITIAL:** \_\_\_\_\_



**Community Center Art Gallery Exhibits**

**Town of Jupiter Art Committee Use Only:**

Artist Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Media: \_\_\_\_\_

From or work in Jupiter? Y N

Submission Packet received by (please print):

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibition Information:**

Exhibition Dates: \_\_\_\_\_

Reception Date: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Artwork received by: \_\_\_\_\_

Pick up Date: \_\_\_\_\_ Artwork received by: \_\_\_\_\_

**Artist Signature:** \_\_\_\_\_