



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

## **Harbourside Place Display Opportunities**

### **Application procedures and Guidelines for Submissions**

Submissions for all 2D (drawing, painting, photography, prints, mixed media, etc...) and 3D artwork (sculpture, ceramics, jewelry, etc...) are accepted provided they fit within the size parameters. No free standing pedestals or free hanging wall art are permitted outside the display cases.

**Dimensions of each case** – there are three (3) locked cases with adjustable glass shelving. Each is 48" high, 96" wide and 12" deep with adjustable glass shelving. Accepted art work cannot exceed 24" high, 36" wide and 11" deep.

**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.

**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 believe will fit in the case. 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, must be labeled with name of artist, title of work and contact info (phone, email or website info). No prices shall be included on the label; however, you may put NFS on the label if it is not for sale.



**Additional Information:**

- All purchases negotiations are to be directly conducted between artist and client. The Town of Jupiter Art Committee does not take any commissions for artwork sold.

- 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 at 561-741 2524 to arrange the logistics of retrieving the artwork.

- The Town of Jupiter will provide insurance coverage. if the exhibit contains items valued at not more than \$1,000 per item and \$50,000 per exhibition. If the artist feels this is not sufficient for their 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  
Harbourside Place Display**

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

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

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

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

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

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

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

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

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

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

**Submission Information:**

Dates artworks are available for exhibition: \_\_\_\_\_

Number of Pieces Submitted: \_\_\_\_\_

**Please email your submission to: [SatuO@jupiter.fl.us](mailto:SatuO@jupiter.fl.us)**

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



**HARBORSIDE PLACE DISPLAY CASES**

**Town of Jupiter Art Committee Use Only**

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

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

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

From Jupiter? Y N

Do shelves need to be adjusted? Y N

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

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pick up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Received: \_\_\_\_\_ Time: \_\_\_\_\_

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