
CULTURE & ARTS ON DISPLAY

Policy

The City of Maricopa (City) will hold periodic art exhibitions in city buildings or on city grounds. Artists interested in displaying their artwork must submit to the Communications and Cultural Services Department and Culture Affairs & Arts Advisory Committee:

- One Application Form, and
- Artwork samples (representative photographs, digital photos, slides, or link to artist website).

Only artwork that meets general community standards will be considered, as recommended by the Culture Affairs & Arts Advisory Committee and approved in the sole and absolute discretion of the Communications and Cultural Services Department. All materials should be designed to promote creativity, collaboration, and respect for the community. Materials that promote violence, discrimination, divisiveness, and exclusion or that disparage City staff, elected officials or members of the community are prohibited and will result in immediate removal of the material.

Submission and Selection for Display Requirements:

Artists who are selected to display their artwork will be required to:

1. Read and sign a Display Agreement for all artwork submitted for display (see below).
2. Complete and submit an Art Inventory Sheet* [or "Artist's Statement"] including title or the work/item, medium, dimensions, brief description if applicable, and sale price if applicable, for each piece/item submitted. The work submitted for the gallery, if selected, will be exactly what is displayed in the gallery.
**Note: This inventory will be made available to the public upon request.*
3. Submit for hanging and retrieving artwork by the submission/retrieval deadlines established.
4. Provide any needed assistance to the City related to the art display.
5. Attach a hanging wire to the back or the piece, if applicable, for items displayed on a wall.

Display Requirements:



1. The size and weight allowable for any item to be displayed shall not exceed 40 pounds with or without a frame.
2. All items to be displayed will be installed at the same time and must remain on display per terms of the agreement unless specific arrangements are made in advance and provided in writing to the City.
3. Each piece displayed may include a small identification card including: artist's name, name of the item, medium, and minimum sale price if applicable. Identification information must be attached/affixed to the artwork and cannot be placed directly on a wall surface.
4. Artwork must be suitable for display on already established city galleries, using existing installation options.

Sale of Art Work:

The City will forward all purchase inquiries to the displaying artist, who will handle all sales. For works sold to the public, the displaying artist will pay the City a commission of 15% of the selling price of any artwork because of its exhibit at City Hall. The piece remains the property of the artist until sold.

Art Display Submission Checklist:

- Application & Signed Display Agreement and Release
- Art Inventory Sheet
- Bio/Artist Statement



City of Maricopa Culture & Arts on Display

APPLICATION FORM

Please print clearly

Artist Name: _____

Mailing Address: _____

City, State & Zip: _____

Phone: _____

Email Address: _____

DISPLAY AGREEMENT AND RELEASE:

This Display Agreement and Release (Agreement) entered into on _____(date), by and between (Artist) and the City of Maricopa (City), grants the City the right to display the artwork to the public at (location) _____ and to copy, publish or distribute a visual representation of such artwork.

Display Term: The art shall be displayed from _____ through _____ (display term). The City retains the right to terminate the display prior to completion of the display term. The art remains the property of the artist until it is sold. Any artwork not retrieved/claimed by the artist within **eight (8)** business days of the end of the display term shall become the property of the City, and may be donated, sold, or used at the City's discretion. *(For purposes of this agreement, business days are Monday through Thursday.)*

Consent: I hereby authorize the City permission to display my artwork without payment or any other consideration. I understand that such artwork may be copied, exhibited, published, or distributed and I waive the right to inspect or approve the finished product wherein the artwork appears. I understand this permission signifies the artwork may be electronically displayed via the Internet or in the public setting. There is no geographic limitation on where these materials may be distributed. I acknowledge that I have completely read and fully understand this Agreement, including the release, and agree to be bound thereby. By signing this Agreement, I release the City, its employees, agents, and contractors from liability for any claims by me or any third party in connection with this Agreement. By signing this Agreement, I also agree to hold harmless and indemnify City from any legal matter, lawsuit, or litigation arising from the use of said artwork in whatever form.

Hanging, Removal, and Relocation: Hanging and removal of all artwork shall be managed by City staff, with coordination from the Cultural Affairs and Arts Committee. Artwork shall be hung at the time and date approved by building/site staff and designated by the City. City retains the rights to relocate the artwork to another location or building. Upon completion of the Display Term, Artist shall retrieve/claim all displayed items within seven (7) business days. The artwork displayed remains the property of the



artist until it is sold and / or physically returned to the artist. All sales will be finalized at the end of the gallery period.

Assumption of Risk: I acknowledge the risk that this property, including, without limitation, my artwork may be damaged, lost or stolen during the display, unpacking, packing, displaying, or transportation. I understand that City will not insure the artwork. I understand that insuring my work is my own responsibility and that the city will not provide insurance.

Indemnification: By signing this waiver, I agree to indemnify, defend, and hold harmless the City, its officers, employees, agents, or assigns, from and against all claims, loss or damage to the artwork, and any intellectual property infringement claim, arising from or in connection with this Agreement, including but not limited to, patent, copyright, or trademark infringement claims.

Payment to City: All purchase inquiries will be forwarded to Artist. Artist shall be responsible for the handling of all sales. Artist agrees to pay to City a commission of 15% of the selling price of the artwork sold due to the display at a City facility. Artist shall pay said commission no later than thirty (30) days after the Display Term.

I warrant and represent that I am the sole legal owner of all right, title and interest in the artwork and have the full right and authority to enter this Agreement and grant the rights granted in this Agreement.

Artist Signature

Artist Print Name

SUBMIT THIS FORM AND ART INVENTORY SHEET TO:

City of Maricopa
Attn: Communications and Cultural Services Department
39700 W Civic Center Plaza Maricopa, AZ
85138
OR - Fax: (520) 316-5544
For Questions: (520) 316-6977
Email to: artsmaricopa@maricopa-az.gov

SUBMISSION MUST INCLUDE:

- Application & Signed Display Agreement and Release
- Art Inventory Sheet/s
- Artist Bio/Statement
- Electronic or other visual representation of art to be displayed
- Dimensions of artwork
- Price of Art work for display (if it is for sale)



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DISPLAY REMOVAL CONFIRMATION

ARTIST NAME: _____

Display Term:

Start Date: _____ through

End Date: _____

The City retains the right to terminate the display prior to completion of the display term.

Art dismantled on (date): _____

Total Sales attributable to Display at City Hall (check applicable box):

No sales

Sales total:

Please enter total sales amount:

\$ _____

15% Commission due

\$ _____

Commission Payment:

Check submitted, payable to **City of Maricopa** for the full 15% commission due

Internal use only: Payment received date: _____ *Received by:* _____

Please make check payable and mail to:

City of Maricopa

Attn.: Communications and Cultural Services Department

39700 W Civic Center Plaza

Maricopa, AZ 85138

Artist Signature: _____

Date: _____



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ART INVENTORY SHEET

Please complete the form for each item submitted/displayed

The information provided below will be used **to identify each art piece displayed.**

Artist Name: _____

Phone: _____

Email: _____

Web site: _____

Title:	
Medium:	Sale price: \$
Description (including dimensions): <i>please include a digital image of the actual piece/work</i>	

Title:	
Medium:	Sale price: \$
Description (including dimensions): <i>please include a digital image of the actual piece/work</i>	

Title:	
Medium:	Sale price: \$
Description (including dimensions): <i>please include a digital image of the actual piece/work</i>	

Title:	
Medium:	Sale price: \$
Description (including dimensions): <i>please include a digital image of the actual piece/work</i>	

Use additional forms if needed

This form will be made available to the public upon inquiry

