

Highlands Art League/MOTA
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Request for Exhibition

Thank you for your interest in having an exhibition of your art at the Highlands Museum of the Arts (MOTA). There are two ways in which to qualify for an exhibition. One way is by invitation from the Board of Directors of the Highlands Art League that manages MOTA. The other way is to submit a Request for Exhibition following the Guidelines and Rules below. Our goal is to assemble the finest display of local, regional, and national art emphasizing a diversity in medium, style, and subject matter in order to enhance our visitors' experience. Proposals may include a solo exhibition or an exhibition with multiple artists and/or media. If you are submitting a proposal that is not a solo show, all artists to be exhibited must submit the information required below. Exhibitions at MOTA typically run one month or longer and feature a well-attended opening reception sponsored by the Highlands Art League.

The Highlands Art League/MOTA welcomes proposals from both emerging and established Artists. We have two galleries; one upstairs with approximately 80 linear feet of hanging space, and one downstairs with approximately 60 linear feet of hanging space, and they can be combined for large exhibitions. While there are no restrictions on media or style, our exhibition Rules and Guidelines must be followed. All proposals will be reviewed by a committee that meets once every quarter and the Artist will be contacted as soon as those results are known.

Although there is no fee to submit a proposal, all exhibiting Artists are required to join the Highlands Art League/MOTA upon acceptance. The annual membership dues are \$60 and you can join online at www.highlandsartleague.org. For more information contact us at manager@highlandsartleague.org or call the office at 863-385-5312. The following are the Guidelines and Rules for submitting a proposal and having an exhibition at MOTA:

GUIDELINES:

All submissions must include:

1. Name and contact information of Artist (phone number and email address required)
2. Artist bio and education
3. Artist statement regarding proposed exhibition (suggested but not required)
4. Previous exhibitions, awards, and recognition (if any) for promotion purposes
5. General description of art to be exhibited
6. Total number of linear feet of wall space needed (not to exceed 140 ft)
7. Number of pieces available
8. A list stating title, size, media, price, and date created for each sample submitted
9. Any special display requirements
10. Preferred dates of exhibition (if any)
11. A minimum of six digital images of the art you would include in your exhibition. (email 1 MB JPEG of each image to manager@highlandsartleague.org) Name your image files with your last name, then a shortened title of piece that can be referenced to your list. (Example: Smith_LandscapeFour.jpeg)

RULES:

1. Attendance of the Artist during the installation process is required, and involvement

with the promotion of the exhibition is encouraged.

2. The Artist(s) is(are) required to attend the opening of the exhibition.
3. Art must be professionally finished and ready to hang or display. Paintings should either be on a gallery-wrapped canvas, framed, or have approval by the executive director for a non-traditional display.
4. For 3D pieces that do not hang on a wall, the Artist is responsible for any specific displays needed such as risers or pedestals. Please include specifics in the description of your proposal.
5. A sales commission of 35% will be charged by the Highlands Art League/MOTA for all exhibited art sold during the dates of exhibition. All art exhibited must be priced within the Artist's current pricing structure, and 90% of the art exhibited must be for sale unless written permission is granted for certain types of exhibitions.
6. Once approved, a delivery and hanging schedule for the exhibition will be agreed upon, as well as a date for picking up work after the exhibition. Shipped art must arrive at MOTA one week before the exhibition's opening date.
7. A storage fee of \$25 for each day after the agreed upon pickup date will be assessed and/or deducted from the Artist's portion of sales revenue. If after 30 days the Artist has not removed the art from the premises, the Highlands Art League/MOTA will consider the art a donation and the art will be discounted and sold unless special arrangements for an extension have been made.
8. Although the staff and volunteers will do all they can to take care of your art while the art is at the museum, the Highlands Art League/MOTA will not be responsible for loss or damage of any exhibited art no matter what the cause.
9. If you are shipping your art to us, you will be responsible for paying the shipping both ways. We suggest that you provide insurance to cover the full value of the art while in transit. Art must be shipped in reusable packaging along with a prepaid return label to include all fees.
10. The Highlands Art League/MOTA reserves the right to use photographs of the art and/or Artist in its promotion of the exhibition and MOTA in general. The Artist still retains all copyright to the art and images of that art.
11. The name Highlands Art League or the Museum of the Arts (MOTA) must not be used in any grant or sponsorship application without written approval.
12. Any deviation from the agreed upon proposal must be approved by the Highlands Art League/MOTA, and, in the case of unapproved changes, the Highlands Art League/MOTA reserves the right to terminate the exhibition and possibly replace it with another.
13. All art that is exhibited at MOTA must be solely created by the Artist and be under the Artist's sole copyright.
14. An Artist who withdraws from having an exhibition after having been accepted and scheduled for exhibition by the Highlands Art League/MOTA shall not be eligible for exhibition at MOTA for two years afterwards unless written permission is granted.
15. An Artist may not under any circumstance remove displayed art prior to the end date of the exhibition, and any exhibited art that is sold shall not be removed from MOTA until after the end date of that exhibition.

16. By scheduling an event at MOTA the Artist will be deemed to have read this document and have concurred with all the Guidelines and Rules as outlined above.

EXPENSES:

1) The Highlands Art League/MOTA will cover the costs of the following:

- a) Email invitation to exhibition opening
- b) Exhibition press release, related photography, and media contacts
- c) Installation and de-installation of exhibition
- d) Publication on website and social media

2) If the exhibition requires special promotional items, display materials, equipment, shipping or insurance that is not normally covered by the Highlands Art League/MOTA, it is the responsibility of the Artist to pay these costs.

3) If the Artist needs help finding lodging during the stay in Sebring, the Highlands Art League/MOTA would be glad to offer recommendations, however the Artist is responsible for all lodging, food, and beverage costs incurred by the Artist or Artist's representatives.

TO SUBMIT A PROPOSAL:

Following the Guidelines and Rules above, email your proposal to manager@highlandsartleague.org with the heading, "Request for Exhibition." You can join the Highlands Art League on our website: highlandsartleague.org. For more information, call our office at 863-385-5312.

We look forward to reviewing your proposal.

The Board of Directors, Highlands Art League/MOTA