

CITY HALL EXHIBITION RULES

City of Paducah is excited and proud to use City Hall as a community anchor for non-commercial exhibitions and special events. To use City Hall to display an organizations' work, community's works, or individual work, please read the rules & application carefully and complete each section and all requirements. Incomplete applications will not be considered or reserved for the event requested.



Applications should be sent in 30 days prior to the proposed exhibition date. Submissions are not guaranteed. Reservations are on a first-come/first-serve basis, and only when space and dates are available. Applications may be submitted in-person to the Customer Experience Department at City Hall, 300 South 5th Street; or by mail: P.O. Box 2267 Paducah, Kentucky 42002-2267; or by email to: nhowell@paducahky.gov

Eligibility: Any individual, organization, business, and community group may submit a proposal.

Submission Fee: The application for exhibition is free.

Media/Genre: Open to all media, traditional and nontraditional. City Hall is a public space that serves all ages – please be cognizant of material and subject matter selected for exhibition. City Hall is a public space and reserves the right to remove artwork.

Artwork Presentation: If artwork is framed, it is **recommended** the glazing be acrylic and **not glass**. Neither the artwork, nor its installation, shall damage walls, floors, ceilings or furnishings of City Hall. Any artwork that is open to the environment **must not** have the ability to stain, leak, dent, scratch or puncture. City of Paducah does NOT furnish freestanding easels, pedestals or similar display facilities. Artwork **must not** affect the general public or city staff from engaging, interacting or performing their duties and tasks related to their visit or work at City Hall.

Facility Artwork Capacity: City Hall is equipped with a hanging rail system with a weight limit of 45 lbs. (20 Kg) per Steel Cable and 300 lbs (135 Kg) per track. City Hall can hang up to 100 – two dimensional pieces overall (if artwork dimensions do not exceed 36" in width). City Hall can host 65 – three dimensional work overall (if artwork dimensions are 12x12x12"). For any show that proposes a mix of sizes and media, the overall capacity is 130 pieces.

Labels: Adhesives of any kind are **not allowed** on the wood panel walls. Painters tape must be used for any painted or textured walls.

Install/De-Install: Installation and de-installation must have a Planning Dept. staff member available to assist and/or supervise any installation and de-installation requiring the use of City Hall's rails/cords hanging system. **Install must occur 24 to 48 hours** before the opening exhibition and the **de-installation must occur 24hrs** after the last day of the exhibition. If borrowing materials from other individuals or organizations, it is the responsibility of the applicant to remove and protect it. Any work left after **3 days** of the exhibition (unless previously requested and approved in writing) will become property of the City of Paducah.

Jury and Curator: Any organization or community group that is curating or jurying the exhibition is solely responsible for finding jurors and/or curators for the exhibition. City of Paducah staff is not curators or jurors for any exhibition that is not a city-created exhibit. If unique circumstances arise, assistance may be considered upon and approval by the City Manager.

Jurying/Curating Process: Jurying/Curating process must either occur prior to arrival at City Hall or after the works have been properly installed.

Insurance: Works are not insured by the City of Paducah. The City of Paducah is not responsible for any damage that may occur.

Event/Reception: Any and all types of gatherings must be coordinated through the Department of Parks and Recreation. Please contact 270-444-8508 or parkinfo@paducahky.gov for application and process procedure.

Publication: Any and all publications about the exhibit are the responsibility of the applicant (individual, organization, or community group).

Please submit the following materials with the completed application:

Artist Individual/Groups

1. Resume of the curator or artists
2. Artists' Statement (max. 250 words)
3. Exhibition statement (max. 750 words)
4. Five to ten images that represent the work in the exhibition (title, artist, dimensions, medium)
5. Total number of works to be exhibited

Community/Organization/Business

1. Exhibition Statement (max. 750 words)
2. Image sample of work and/or description of work and participants (such as name of school, title of the class assignment, materials used)
3. Total number of works to be exhibited & listing of overall mediums used

CITY HALL EXHIBITION APPLICATION



Primary Contact _____
Address _____
Phone _____ Primary Phone 2 _____
Email _____

Alternate Contact _____
Address _____
Phone _____ Alt Phone 2 _____
Email _____

Name of organization: _____
Type of organization: Individual Not-for-profit Community Group Business

Exhibition Title: _____

Exhibition Opening Date: _____ Installation Date: _____
Time: _____ Time: _____

Alternate Opening Date: _____ Alternate Install Date: _____
Time: _____ Time: _____

Exhibition Duration: two weeks month two months other

Space Requested: main floor second floor both
Note: if applicant only uses one floor, there may be another exhibition in the other space simultaneously

Can you install and de-install during Monday-Friday from 8:30am – 4:30pm? YES | NO

If no, please explain:

Please initial each statement below – this signifies that you understand, acknowledge and accept any and all responsibilities.

_____ I hereby acknowledge that any damage done to City Hall (exterior and interior of the building, all properties, and objects belonging to the City of Paducah) I am responsible for repairing and/or paying fees for damage or loss of property.

_____ I hereby acknowledge that City of Paducah/City Hall is not responsible for any damage or theft of items, materials, and/or works of art while the exhibition is on display (including install and de-install).

_____ I hereby acknowledge that City of Paducah does not hold insurance or liability coverage on any items, materials, and/or works of art during the exhibition residing on and/or in City Hall premises.

_____ I hereby acknowledge that City of Paducah/City Hall will not act as a business/retailer therefore does not have the ability to sell works of art or any other objects and services of my exhibition.

_____ I hereby acknowledge that City of Paducah maintenance staff may move artwork(s) to perform their duties and responsibilities related to City Hall upkeep and orderliness.

_____ I hereby acknowledge that City of Paducah has the ability to change and/or cancel the exhibition. City will in most cases give 14 day notice of any changes or cancelation.

Signature _____

Date _____