

ART WINDOWS EXHIBIT DOWNTOWN WAUKEGAN

The City of Waukegan (“City”) and Waukegan Main Street (“Main Street”) are partnering to launch a pilot project seeking artists interested in temporarily exhibiting their artwork in designated vacant storefront window locations in downtown Waukegan. The City and Main Street recognize art as an important cultural element in the community, and understand the unique contribution of the Art Windows exhibition project to Waukegan’s downtown revitalization efforts.

Displays will be located in three or more storefront window locations within the downtown area. A Review Team comprised of representatives of the City and Main Street will select the displays for each location. Subject to space availability, displays will be on view for two-month time periods. Artists interested in displaying artwork should review the application process and exhibit guidelines listed below, and complete the attached release form and application.

ARTIST APPLICATION PROCESS

The exhibit release and application packet is available online at www.waukeganvision.com and www.waukeganmainstreet.org. Artist applications will be accepted on a first-come, first-served basis. Subject to space availability, applications will be reviewed six (6) times per year by the Review Team to coincide with each two-month display period. For consideration, applications must be submitted no later than 3:00PM on the second Monday of the following months: January, March, May, July, September, and November. If approved, artists will be notified of the exhibit date and timeframe, storefront location, and the dates and times for the hanging and dismantling of the exhibition.

Completed applications, including a signed release form, should be submitted, by mail or in person, to Robin Schabes, Lakefront/Downtown Redevelopment Director, City of Waukegan, 100 N. Martin Luther King Jr. Avenue, Room 216, Waukegan, IL 60085.

ART WINDOWS EXHIBIT GUIDELINES

EXHIBITING

The Review Team shall use its sole discretion to decide on the suitability of any art, storefront location, display structure, and any visual or written material that might accompany an exhibit. The Review Team will consider a wide range of artistic expression in deciding on potential exhibits. However, in deciding the suitability of any work, the Review Team is mindful that all segments of the community and all age groups may view these public display areas.

EXHIBITION PERIODS

Exhibits shall be on display in two-month blocks of time as follows: February-March, April-May, June-July, August-September, October-November, and December-January. Applications will be reviewed for the exhibition period immediately following the deadline date (i.e., a September application will be considered for the October-November exhibition period). Hanging and dismantling of the exhibit is the responsibility of the artist. Approved exhibits are to be set up by the artist in their designated storefront locations, at the pre-arranged time, on the first business day of the two-month display period. Exhibitions are to be taken down by the artist, at the pre-arranged time, on the last business day of the two-month

display period. A representative of the Review Team must be present for the installation and take-down. No access to the storefront window location will be allowed without the presence of a representative of the Review Team

DISPLAY

Only freestanding display mechanisms, such as easels, may be used to display artwork. Painting or mounting items on storefront walls, windows or doors is strictly prohibited. No damage or alterations to the exhibition area will be permitted. All materials used for the exhibition must be supplied by the artist. There will be no special lighting or other display materials provided on site. Artwork should be in keeping with the size of the storefront window space. Note that the storefront window spaces are unguarded, subject to intense and direct sunlight, and may not be climate-controlled.

LABELS

Artists may label and include prices on their artwork. If exhibitors wish to sell their artwork, it is recommended that they include the number, name and price of each individual item as well as their appropriate contact information. Any sales transactions will be made directly between buyers and the artist.

PUBLICITY

The Review Team will, at a minimum, announce the Art Windows pilot program, and submit a press release to local media outlets announcing the opening of the exhibitions. Any additional publicity for a specific exhibit will be the artist's responsibility.

INSURANCE

Exhibitors must sign the attached release form in order to display their artwork in the storefront spaces. If exhibitors want insurance coverage for their artwork, they must provide their own.

Questions can be addressed to:

Robin Schabes
Director, Lakefront & Downtown Redevelopment
City of Waukegan
100 N. Martin Luther King Jr. Avenue, Room 216
Waukegan, IL 60085
Email: robin.schabes@ci.waukegan.il.us

ART WINDOWS EXHIBITION
EXHIBIT RELEASE FORM AND APPLICATION

I, the undersigned, request the items described below be displayed in the Art Windows Exhibition in one of the available storefront window locations in downtown Waukegan. In consideration of the privilege of displaying the items in the exhibition space, I release the City of Waukegan ("City"), Waukegan Main Street ("Main Street"), and the applicable property owners from responsibility for any damage and/or loss to these items on display.

I agree to indemnify the City of Waukegan, Waukegan Main Street, and the applicable property owners, and any of their agents and/or employees, from all loss and/or expenses, including all costs and attorney's fees, and to hold them harmless from any liability arising out of, or resulting from the exhibit.

Further, I agree to the following conditions:

1. The City and Main Street reserve the right to determine the space for exhibits.
2. Approval of exhibits is at the sole discretion of a review team comprised of representatives of the City and Main Street. Decisions will be based on a variety of factors including the suitability of the artwork for a public display area, the storefront location, the display structure, and any visual or written material that might accompany the exhibit.
3. I am responsible for installing and removing the exhibit at the pre-arranged times.
4. All installations must be done in a non-destructive, free-standing manner; and subject to the prior approval of the installation method.
5. I have read, understand, and agree to comply with the *Art Windows Exhibit Guidelines*.
6. I acknowledge and understand that the City, Main Street, and applicable property owners will not provide insurance coverage for the artwork being displayed and it is the responsibility of the undersigned to secure proper insurance coverage for the items displayed.

Name: _____

Address: _____

Phone (home): _____ Phone (business): _____ Fax: _____

Email / Website: _____

Signature: _____ Date: _____

APPLICATION

Artist Name: _____ Date: _____

Describe the medium and subject of the proposed exhibit (attach labeled digital or photographic images): _____

Title of exhibit: _____

Brief biography (attach separate sheet if needed): _____

Memberships and awards: _____

Previous exhibits (individual or with organizations): _____

Artwork in permanent exhibitions, installations or collections (provide location): _____

Preferred time for installation on the first day of the exhibition period: _____

Preferred time for removal on the last day of the exhibition period: _____

Provide any other information that may be included in exhibition publicity efforts (attach a separate page if needed): _____

Return the completed release form, application and attachments to: Robin Schabes, Lakefront & Downtown Redevelopment Director, City of Waukegan, 100 N. Martin Luther King Jr. Avenue, Room 216, Waukegan, IL 60085. For questions, call 847.856.6425.