

## Requirements and Application to Display Art Work In the Harpswell Town Office

The Town of Harpswell Recreation Department and Committee wish to provide a venue for Harpswell artists to display their work and an opportunity for the public to view local art. Therefore, the Recreation Department will provide public space at the Town Office for visual artists to display their fine arts and crafts for approximately one month per show. Participation requires submission of the attached application and adherence to the requirements listed below.

### Who May Submit

Applications may be submitted for approval to the Recreation Department Director, Gina Perow, P.O. Box 39, Harpswell, ME 04079. Amateur and professional work, if accepted, will be displayed. Harpswell residents and summer residents are welcome to submit work.\* Formal groups and leagues are welcome to display, as well as informal pairs or groups.

### Submission Deadlines

For consideration work samples must be received by the second Tuesday in September, January, or May.

### Implementation of the Program

The program will be implemented by the Recreation Department, with assistance from Recreation Committee member Rick Meisenbach and a group composed of the following local artists: Donna Coffin, Karol Fenner, Brad McFadden, Jane Meisenbach, Hati Modr, and Lennie Mullaney.

### What Can Be Displayed

Work must be appropriate for a public building. The Town reserves the right to decide what works shall be deemed appropriate for display. Violence, drugs, nudity, sexual or suggestive themes or any subject matter disturbing to patrons of the Town Office shall not be deemed appropriate. If necessary, the Board of Selectmen or Town Administrator shall make final decisions regarding what is appropriate.

Work must be the original creation of the applicant, not a collection for resale (prints of originals are acceptable). Paintings, photographs, etc. must be framed with wire for hanging. Sliding hooks that adjust vertically and horizontally will be provided. No nails, tape or alternate means of hanging may be used. Art work other than two-dimensional will be considered if it can be hung using the existing system and protrudes only slightly from the wall. The size and number of pieces are dictated by the space.

### Sales and Property Protection

Work may not be sold by or at the Town Office. Artwork may be numbered, and information sheets with prices left with the receptionist. Any work sold privately cannot be taken down until the display period is over. A biography about the artist may also be displayed if desired. No damage may be claimed against the Town of Harpswell for art that is stolen or damaged. The artist may insure their own work. A list of the number of works, titles, and approximate values may be submitted to the Recreation Director once the show is hung.

### Display Area

Work will be displayed on the first floor in the hallway leading to the Codes Office and the hallway leading out the back door. The wall display areas are as follows: two walls 13' x 7'6", one wall 14'6" x 3'10" and one wall 2' x 3'10".

### Cost

There is no fee. Donations to the Recreation Program are welcome and will be used to fund recreation arts programs, provide scholarships or reduce the cost of offerings.

### Reception

Artists are free to place announcements in local papers or send out postcards at their own expense. Based on availability, an opening reception (non-alcoholic) may be held in the conference room in the Town Office on Thursday's from 5:30-6:30 pm. Prior arrangements are required.

### Questions

If you have questions please contact Gina Perow at 833-5771 x103 or [harpwellrec2@suscom-maine.net](mailto:harpwellrec2@suscom-maine.net). Applications may be mailed to Harpswell Town Office, P.O. Box 39, Harpswell, ME 04079.

Note: The Town reserves the right to reschedule a show that is displaced to promote a recreation class or town business.

\*Artists who will be teaching a recreation department class will be allowed to display work to advertise upcoming classes

Application for Consideration to Display Art Work at  
The Harpswell Town Office

Name: Individual \_\_\_\_\_ Group \_\_\_\_\_  
Address: \_\_\_\_\_  
Town/State/Zip: \_\_\_\_\_  
Phone numbers: (h)\_\_\_\_\_ (w)\_\_\_\_\_ (c) \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Media: \_\_\_\_\_  
Full-Time Resident: \_\_\_\_\_ Summer Resident: \_\_\_\_\_

You must include slides, photographs, digital (may be e-mailed), or reproductions of five pieces of your work for the purposes of approval for appropriateness. Additionally, each work will be evaluated for appropriateness on the day the exhibit is hung. Label the back of each photo with name, medium, size and title. Every effort will be made to determine eligibility within one month of submission and to return reproductions to you promptly. Please include a pre-paid envelope for return or make prior arrangements for pick-up.

What months would be best for you? \_\_\_\_\_

What months are not possible at all? \_\_\_\_\_

If you wish to have an Opening Reception please indicate here. Be advised availability is limited and prior arrangements must be made. You are responsible for your own refreshments and for clean up. Alcohol is not allowed.

Requested date of reception: \_\_\_\_\_

Please sign that you accept and can meet the requirements.

Signature(s): \_\_\_\_\_

Name(s) Printed: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Mail or deliver to:

Town of Harpswell Recreation, PO Box 39, Harpswell, ME 04079

Questions: If you have questions please contact Gina Perow at 833-5771 x103 or  
harpswellrec2@suscom-maine.net.

Distribution date August 2004, Revised February 2010