



TOWN OF OLD SAYBROOK Economic Development Commission

Matthew Pugliese, Chair
Carol Conklin, Vice Chair
John DeCristoforo, Secretary/Treasurer

302 Main Street • Old Saybrook, Connecticut 06475
Telephone (860) 395-3139 • FAX (860) 395-3125

David Cole
Judy Ganswindt
Sandra Roberts
Elizabeth Swenson
Joseph Arcari, (Alternate)
David Prendergast (Alternate)

Old Saybrook Town Hall Community Art Hallway

Exhibit Policies

Eligibility

The Economic Development Commission (EDC) reviews all applications and selects artists to participate. The selection criteria include assessment of originality, craftsmanship, and appropriateness for the venue, as well as a review of the supporting documentation.

Artists receiving invitations to participate may exhibit their work within the designated public area of Old Saybrook Town Hall.

Artists from Old Saybrook and surrounding communities are eligible to submit an application for consideration.

Only complete applications will be considered.

Invitations will be sent out with the Artist's assigned exhibit duration dates.

Artist must notify the EDC if they cannot accept the invitation to exhibit no later than one month prior to the show opening date.

Artists must sign an Art Exhibit Release of Liability Form for their application to be considered.

Permission to photograph artwork and use the images in promotional materials is a condition of approval for exhibiting art.

The Town of Old Saybrook and the Economic Development Commission retain the right to change or modify eligibility, application requirements and exhibit policies at any time.

Exhibit Application

To be considered complete and eligible for review by the EDC, the exhibit application must include:

1. The Application Form;
2. Photographs and/or digital images of all artwork to be exhibited with artist name, title of work, medium, and dimensions;
3. Artist or Organization Biography/Statement;
4. Exhibit Agreement Form; and
5. Art Exhibit Release of Liability Form.



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Exhibit Requirements

- Each exhibit must have at least five pieces. Artists may join together to fill an exhibit or the EDC may combine exhibits to fill the space.
- Artists or groups scheduled for an exhibit will be required to hang and remove their own artwork. Art must remain in the exhibit for the duration of the time assigned.
- Art must be hung on the first date of exhibit and taken down on the last day of exhibit.
- All art must be ready to be hung on the art display cable system.
- The artist will affix an information tag to the back of each art piece indicating the artist name, address, phone, work's title, media, and price (even if "Not For Sale" (NSF)) for insurance reasons.
- Artists are advised that the exhibition space is open to the public.
- All artwork must be appropriate for a public venue. The Town approves all art during the application review process and retains the right to remove art, at any time for any reason, from the exhibit.

Exhibit Promotion

The EDC will promote the exhibit on its website, social media channels, and through its digital newsletters.

Artist/s will submit a brief description of the art on display which can be used for promotional purposes. Artist/s may also submit a biography or artist's statement on a standard letter-sized piece of paper (8.5in x 11in). The bio/statement will be displayed in a clear plastic wall display folder for the duration of the exhibit.

As a condition of participation in the exhibit, artists consent to the use of any photographs or video taken of the artist and artwork for future promotional or marketing materials.

Sales

The sale of art is a private transaction. Sale is up to individual artists and must be handled outside of the Old Saybrook Town Hall. All purchase inquiries will be directed to the exhibitor. The Town of Old Saybrook does not take a percentage of any sales that may occur; however, artists may choose to donate a percentage of sales to the EDC for future programming.