



# CITY OF OAK PARK

## Public Art Exhibition Application Guidelines

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Solomon Radner  
**Council Members**  
Carolyn Burns  
Ken Rich  
Regina Weiss  
**City Manager**  
Erik Tungate

Exhibit space is available to display the work of artists or groups at the Oak Park City Hall Gallery. The Oak Park Arts and Cultural Diversity Commission, or ACDC, on behalf of the City, is pleased to invite artists to submit their artwork for consideration for future exhibits in the gallery.

ACDC is looking for two-dimensional artwork for the lobby of City Hall for the duration of a quarterly exhibition period, and seeks art that represents the diversity of our community. Varied artistic styles and mediums are welcomed. All artists are encouraged to apply; however priority is given to Oak Park resident artists.

Artwork should reflect positively on our community and must be suitable for public display.

### **To apply, please follow these guidelines:**

- A PDF of the exhibitor request form and a website link for artwork to be submitted can be emailed to [CMclain@OakParkMI.gov](mailto:CMclain@OakParkMI.gov). Also application questions can be emailed to that address.

### **OR**

- A hard copy of the exhibitor request form and images (8.5 x 11" or smaller) can be delivered in an envelope to:  
*City of Oak Park, City Managers Office,  
14000 Oak Park Blvd, Oak Park, MI 48237 labeled "Oak Park  
Arts Cultural and Diversity Commission."*
- Submissions will be accepted on rolling basis. A new exhibition will be chosen quarterly.
- ACDC reserves the right to invite artists who do not apply, and reserves the right to deny artists who submit proposals through the application process. Also, these are public spaces visited by

people of many cultures, ages, and nationalities. ACDC reserves the right to not exhibit work deemed unsuitable – a list of prohibited content is listed in the City’s Advertising Policy.

**Space Available: ACDC encourages artists to visit and preview the space at Oak Park City Hall.**

- There are two displays for art located inside of City Hall the first display area is inside of the city hall atrium. The second display area is located inside of the city finance atrium. Both display areas are 8 ft. wide by 4 ft. tall hanging grids between two pillars.
- Artists are responsible for their own installation and removal of artwork. All work must be ready for exhibiting and wired for hanging. No exceptions. Artwork not ready to hang as required will not be exhibited. There is no storage for packing materials.
- Artists must label artwork with descriptions and prices. Object labels must be formatted in the following manner:
  - Artist Name in 16 pt.
  - **Artwork Title in 16 pt. Bold**
  - Date of Artwork in 14 pt.
  - Any additional information, such as media type, etc. in 14 pt.
- Artists must coordinate their exhibition hanging with any reception planned by ACDC. 20% of revenues from the sale of artwork will go toward the Arts and Cultural Diversity Commission to help fund artists' receptions.

**Liability** - Please be advised that every reasonable precaution will be taken during the exhibition of artwork, however, the City of Oak Park, their officials, officers, employees, commissions or volunteers do not assume responsibility for any loss or damage incurred in connection with the display at the Oak Park City Hall Gallery. Artists must agree to look to their own insurance for claims of loss or damage.

## City of Oak Park Public Art Exhibitor Request Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

*E-mail is our preferred method for contacting potential exhibitors*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**I have read the Oak Park City Hall Exhibition Guidelines. I agree to abide by all policies and regulations established and understand that I maintain full liability for my art when displayed.**

Artist Signature: \_\_\_\_\_

*Artists must 18 or older to sign; if artist is between the ages of 14-17, please have a parent/guardian sign. In that case, name of parent / guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Age of young artist \_\_\_\_\_*

**List of Images Submitted (minimum of 6 required, not to exceed 10)**

#	Title	Size (H X W)	Price
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

***Note: Please attach an artist statement no greater than 100 words.***

**City-related questions can be submitted to:**  
 City of Oak Park, Strategic Planning & Special Projects  
 14000 Oak Park Blvd, Oak Park, MI 48237 248-691-7403 CMclain@OakParkMI.gov