

Dear Artist:

Thank you for your interest in exhibiting at the City of  
Vandalia Municipal Building Gallery, 333 James Bohanan Drive,  
Vandalia, Ohio.

Please refer to the attached Exhibit Checklist for details.  
Please call hosting member with any questions.

If your exhibit is a collaboration, please supply information  
for each artist.

Again, thank you for your participation.

Sincerely,

Vandalia Cultural Arts Program Committee

**CITY OF VANDALIA  
CULTURAL ARTS ADVISORY COMMITTEE**

**EXHIBITION PROPOSAL GUIDELINES**

The City of Vandalia and the Vandalia Cultural Arts Advisory Committee invite artists working in any media to submit proposals for exhibiting in the Vandalia Municipal Building Gallery during the upcoming Exhibition Season.

**Artists:** The Committee encourages emerging local, regional and national artists to submit proposals. Individual exhibits, as well as partnered or guild exhibits will be accepted.

**Selection Committee:**

The Selection Committee will consist of 3 to 5 members selected by the Vandalia Cultural Arts Advisory Committee.

**Media:** Any media compatible with the available exhibit space will be considered. Ten to twenty pieces are recommended for the typically available exhibit space, though a greater number of pieces can be displayed, depending on total number, size and structure. A wall hanging system and pedestals are available from the City.

**Artists' Responsibilities:**

1. Installation and removal of exhibit, with oversight from the Cultural Arts Advisory Committee's Exhibit Sub-Committee
2. Provision of insurance during the exhibit or signed Indemnification Form.
3. Artist's Inventory to include title of the work, description, dimensions and price.
4. Reception if desired (no alcohol). Date to be approved by Committee.
5. Exhibit Description, and/or Artist's Statement and/or Artist's Bio.

**The City of Vandalia will provide:**

1. Exhibit space
2. Available hanging system and pedestals as well as oversight of installation.
3. Marketing of exhibit in conjunction with the City's standard publications and media.
4. The City of Vandalia retains the right to approve the acceptability of any proposed art pieces.
5. Table and tablecloth for refreshments during reception.

**PROPOSAL SUBMISSION REQUIREMENTS:**

1. Application (Attached)
2. Cover Letter describing any special exhibit requirements and availability during the exhibit season.
3. A resume, including artist's statement and previous exhibit record.

4. Five to ten examples of work that would represent the proposed exhibit. Submission should be in the form JPEG format on a CD or email. A description of each image should include title, media and dimensions. The committee may also be referred to the artist's website under certain circumstances. These requirements may be waived for artists who have exhibited previously at the Vandalia Municipal Building Gallery.

**All inquiries and materials should be addressed to:**

Vandalia Cultural Arts Committee  
City of Vandalia  
333 James E. Bohanan Memorial Drive  
Vandalia, Ohio 45377  
937-415-2258  
Email: [arts@vandaliaohio.org](mailto:arts@vandaliaohio.org)

# INDEMNIFICATION AGREEMENT FOR SPECIAL EVENT

## MUNICIPAL BUILDING ART EXHIBITS

Artist \_\_\_\_\_ agrees to defend, indemnify and hold harmless the City of Vandalia and its employees, directors, officials, officers, agents, volunteers and other persons acting in the City's behalf against any and all liability, loss, costs, damages, expenses, claims, actions, suits, causes of action or demands, including attorneys' fees which the City of Vandalia, its officers or employees may hereafter sustain, incur or be required to pay arising wholly or in part due to any acts or omissions of the Artist, their employees, directors, officials, officers, agents, volunteers and other persons acting in its behalf or any participant, in the August Municipal Building Exhibit.

As required by law, the City of Vandalia shall be responsible for acts arising from or growing out of the negligence of its own employees, officers, directors and volunteers in connection with this event.

\_\_\_\_\_  
Artist

\_\_\_\_\_  
For the City of Vandalia

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***City of Vandalia***  
***Cultural Arts Committee***

**Municipal Building Gallery Forms Check-Off Sheet**

**HOSTING MEMBER**

**NAME:**

**PHONE:**

**EMAIL:**

**EXHIBITOR NAME**

**DATES OF EXHIBIT**

**PHONE**

**EMAIL ADDRESS**

**RECEPTION DATE & TIME**

**TAKE DOWN DATE & TIME**

☐ **Application for Exhibit**

☐ **Insurance Certificate or Indemnification Agreement**

☐ **Biography or Information for Publicity**

**Notes or Artists Needs:**

**Number of Hanging Pieces**

**Number of Pedestals Needed**

VANDALIA CULTURAL ARTS COMMISSION

MUNICIPAL BUILDING GALLERY  
EXHIBIT APPLICATION

COMMITTEE MEMBER IN CHARGE \_\_\_\_\_

ARTIST NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

MEDIA/DESCRIPTION OF WORK \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED EXHIBIT DATES \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_

(Maximum Number Subject To Approval Depending on Medium and Structure)

WILL YOU HOLD A RECEPTION? \_\_\_\_\_

IF SO, PROPOSED DATE/TIME \_\_\_\_\_

*NOTE: ARTIST BEARS ALL RECEPTION EXPENSES; ALCOHOL IS NOT PERMITTED IN THE MUNICIPAL BUILDING.*

**PLEASE PROVIDE EXHIBIT DESCRIPTION, AND BIOGRAPHICAL INFORMATION FOR PUBLICITY PURPOSES.**

EVENT INSURANCE REQUIREMENTS ATTACHED—PLEASE CONTACT US TO DISCUSS OPTIONS IF REQUIRED COVERAGE IS NOT AVAILABLE.