

**UNITY OF MADISON**  
**Art Exhibit Guidelines and Policies**  
**Art Exhibit Policy**

Unity of Madison encourages community members and local artists to display their own original works of art to the community. Applications for exhibits must be made through the Board of Trustees Services Committee. Artwork will be displayed in the hospitality area and will be viewed by individuals with various degrees of maturity; therefore, the Board reserves the right to reject any exhibit in full, or in part.

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. Assistance can be provided if needed. Prior to display, the exhibitor will provide Unity with an itemized list of art items. Artists are encouraged to post a statement about their works. Unity of Madison's insurance policy covers only items owned by Unity of Madison. Artists must provide their own insurance coverage if they choose to do so.

All exhibitors are required to sign a Release Agreement that releases the Unity of Madison from responsibility for any items in the exhibit. The following documents must be provided to and read by exhibitors: ***Art Exhibit Policy, Selection of Work for Exhibit, Application, Exhibition Guidelines, Release Agreement.***

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**Exhibition Guidelines**

1. Artwork may be displayed up to a period of 60 days. Unity of Madison reserves the right to change, reschedule or cancel exhibits when necessary.
2. For each work, the artist is to provide a display card or title label indicating the name of the work, artist's name, medium and price if selling.
3. Each piece of art must have a label attached to the back of the piece which has the name of the piece, price, the artists name and email address.
4. A picture hanging system will be used to display art, so only two-dimensional works will be allowed and they must be framed and wired for hanging. Maximum weight for any piece must be 80 pounds or less.
5. Works of art on display may be offered for sale; artists are responsible for handling the sale directly. A tithe of at least 10% of the sales shall be donated to Unity of Madison. Works that are not available for purchase must be clearly designated "NFS" (Not For Sale).
6. The Artists work is on display at all times. Unity of Madison's insurance policy does not include works on exhibit. Artists must provide their own insurance coverage. Unity of Madison is not responsible for loss or damage incurred while the art is on exhibit. All items placed at Unity of Madison are placed there at the owner's risk. All artists are required to sign an Exhibit Agreement that releases Unity of Madison from responsibility for any items in the exhibit. The Exhibit Agreement must be signed and submitted to Unity of Madison on or before the exhibit set-up date.
7. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
8. Within two weeks of being notified that a submission was accepted for exhibition, the artist must contact Unity of Madison to arrange or confirm the exhibit dates and other deadlines.
9. Artists must remove artwork from Unity of Madison no later than two days after the end of the exhibit unless the artist made written arrangements with Unity of Madison prior to the exhibit.

**UNITY OF MADISON**  
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**Selection of Work for Exhibit**

1. Artists must submit an application and photographs of their work. The Services Committee will determine the specific pieces to be exhibited and the duration of an exhibition, but will attempt to accommodate an artist's preferences. Services Committee reserves the right to select individual works to be shown with the works of other artists, or may provide the opportunity for a one-person show.
2. The Services Committee shall decide on the suitability of any art, the framing or support structure, and any visual or written material that might accompany an exhibit. Consideration to a wide range of artistic expression will be given when deciding on potential exhibitors. However, in deciding the suitability of any work, Unity is mindful that all segments of the community and all age groups view the display areas.
3. The views expressed in the works exhibited at Unity of Madison are those of the artists and are not necessarily those of Unity of Madison.
4. Please send submission to:  
Unity of Madison  
Attn: Services Committee  
705 Tompkins Drive  
Madison WI 53716

**UNITY OF MADISON**  
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**Application Form**

*Thank you for your interest in exhibiting at Unity of Madison. Please complete the following application and return it when you submit photos of your work to Unity of Madison's Services Committee.*

Artist \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Please describe the work you wish to exhibit. Include any information not readily conveyed by your samples or photographs (details, technique, unique characteristics, etc.)

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Please indicate the following:

The ideal number of works you would like to exhibit \_\_\_\_\_

The size of the works you would like to exhibit \_\_\_\_\_

Is there a 4 to 8 week period during which you prefer to exhibit? \_\_\_\_\_

Have you exhibited your artwork elsewhere previously? \_\_\_\_\_ If so, list where and when \_\_\_\_\_

Will the artwork you exhibit be available for sale? \_\_\_\_\_

**Please send submission samples/photos and art exhibit application to:**  
**Unity of Madison**  
**705 Tompkins Drive**  
**Madison WI 53716**

**Questions? Call Elaine Stebleton at 608-836-5120.**

**UNITY OF MADISON**  
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**Release Agreement**

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Please date, sign and attach an itemized list of display articles.

Installation Date \_\_\_\_\_ Removal Date \_\_\_\_\_

I, the undersigned, have received and read a copy of the Unity of Madison Art Exhibit Guidelines and Policies and agree to abide by all its rules and regulations. I understand that in offering my works of art to be displayed at Unity of Madison that I release Unity of Madison, its Board of Trustees and Staff from any liability for injury or damages, destruction, loss, or theft of any item or items that may occur during the display period of during installation or removal of the exhibit.

Signature of Exhibitor \_\_\_\_\_ Date \_\_\_\_\_