



ART EXHIBITION GUIDELINES FOR ARTISTS

Rotating Art Exhibit

The Art Exhibit Space is located at:

- The Dana Center at the Maine Medical Center's main campus located at 22 Bramhall Street, Portland, ME 04102.
Anticipated Exhibit months: 3

The Art Exhibits are promoted in the following venues:

- MMC Website
- MMC Newsletter

ELIGIBILITY

Professional Artists who are full or part-time residents of Maine or Maine arts organizations may submit a proposal for an exhibit of original wall hung artwork, in all media that is appropriate for public spaces. Group Shows must have a single contact person.

SELECTION CRITERIA:

The purpose of the MMC Rotating Art Exhibits is to offer enrichment and enjoyment to the patients, visitors and staff through the visual arts.

The art imagery and media should be appropriate for family viewing in public spaces with respect for cultural backgrounds and the Maine community.

The proposed art exhibit should present a cohesive theme, excellent layout with a Title and a Statement. It may be works from one artist or several artists.

Given the mission of the Art Program to offer artworks that contribute to a healing atmosphere the following elements will not be accepted:

- Anything sad, angry, scary or violent
- Specific political or religious subjects or icons
- Overt sexual content or nudity
- Predominately red or black color schemes
- Abstractions that could be interpreted as internal organs, blood, veins, bones, body parts or bandages
- Shapes that are pointy or appear to be knives or weapons
- Dark windows or doorways

EXHIBITION SPACE DESCRIPTIONS

There is appropriate lighting and wall mounted security hardware for the artworks. Photographs and blueprints are available on the MMC Website and should be carefully reviewed with the following information:

The MMC Conference Center Exhibit Space at Maine Medical Center in Portland

- Located at 22 Bramhall Street, Portland
- Is open Monday through Friday 8am – 5pm.
- Medical staff, employees, administrators and community groups hold meetings, presentations and gatherings in this Conference Center.
- Approximately 1000 individuals may pass through the exhibit space daily.
- Unframed textiles are permitted in this space.
- This space accommodates a wide range of sizes and layouts.
 - Ceiling Height is: 9 feet
 - The primary exhibit wall is 24 feet long
 - 2nd exhibit wall is 8 feet long.
 - The maximum sizes of artwork for this space are:
Height 48” Width 72”
- This exhibit space accommodates a wide range of art sizes and media, including unframed textiles and quilts. Please propose layouts for this space using a “to scale” drawing.

FRAMES:

- All frames and mountings must be using security hardware approved by MMC for the specific exhibition spaces.
- All artwork should be securely wired with the exception of those using French cleats or textile bars/rods.
 - For the Conference Center a security Maze Lock provide by MMC accepts wire hangers and can be placed according to the desired layout for each show. A 3-point security mount provided by MMC can be attached to some pieces. French Cleats and screws are provided by the artist. Wooden bars or rods with hardware for unframed textiles are provided by the artist.
- Nielsen type metal frames with 3/8” back channels or wood frames with at least 3/4 “ wide back bars easily accommodate 3-point security mounts or the Maze provided by MMC.
- Sturdy well made frames in metal or wood are acceptable.
- Unframed, stretched canvases are acceptable with a painted or finished edge
- Fused Glass, Ceramics, Mixed Media and any sculptural materials appropriate for public spaces must have backing materials that accommodate the hanging systems noted above.
- Clip – on frames are not acceptable
- Unframed Tapestries or Quilts can only be hung at the Conference Center Exhibit Space

- Either glass or Plexiglas is acceptable. (checking with Safety) (May vary for Conference Center)

LABELS

- Each artwork must have a label on the backside with: The title, size, art medium, name of the artist & contact information.
- Wires and hook eyes must be removed from the frames prior to delivery.
- MMC will prepare the wall labels to be mounted with the exhibit.

NUMBER OF ARTWORKS:

- The size and type of artwork submitted determines how many will fit in the space.
- The Artist should submit a layout for one or several of the Exhibit Spaces:

Only artwork submitted and approved by the Art Committee will be accepted for installation.

Every effort is made to hang as many of the artworks accepted for the space; however, all submitted pieces may not be used based on space constraints or the art coordinator's decision.

LENGTH OF EXHIBIT:

Exhibits are on display for 3 months. Artworks may only be removed at the end of the exhibit contract.

INSTALLATION:

MMC will receive and install all exhibits. The proposed layout by the artist will be followed to the extent possible; however, the hospital administration has the right to alter the proposed plan. It is requested that the artist attend and assist during the installation process.

DELIVERY / RETURN

- Accepted artists are responsible for their shipping to and from MMC. Accepted artwork must be delivered and picked up by hand or shipped to MMC by the stated date/time in one delivery.
- Accepted artists will be notified of the specific dates and deadlines for delivery and removal of their exhibit when they receive their acceptance notification.
- The artist is expected to adhere to delivery instructions regarding place, date and time as well as hours for the exhibit space hours unless prior arrangements are made.
- Artists must use appropriate packing material which cannot be stored at MMC.
- MMC will remove the artworks from the wall and assist the artist in moving the artwork to their vehicle; however, the artist must direct the loading process and is responsible for the decisions made on how to place the artworks.
- If the artist is unable to make the delivery or pickup due to an emergency, the artist is requested to make arrangements with another authorized individual to represent the artist and handle the delivery/pickup. If this is not possible, the artist should notify the committee representative immediately to discuss the situation and make a mutually agreeable plan.

- MMC cannot be held responsible for the security of artwork that is not picked up.
- Artwork that is not picked up left will be moved that day to a secure storage site off the MMC Campus. The artist may then be billed for the daily/per week storage fee at a local storage facility.
- Artists must arrange for delivery of purchased art to the buyer after the show is removed.
- Non-local artists must provide a pre-paid return shipping label or valid account number for the return of artworks using the shipping method of their choice. MMC suggests that artwork be shipped in wooden crates whenever possible to ensure proper protection of work. MMC will not ship via C.O.D.

INSURANCE

All reasonable care will be taken with artwork. MMC will do everything possible for the safe handling and display of artwork while at MMC.

MMC does not have insurance for the artwork exhibits and is not responsible for any loss, theft, or damage to the artworks while in its possession or on display; specifically from the date of delivery to MMC through the date of pickup by the Artist. It is recommended that artists insure their work privately for adequate protection in all potential situations and declare the correct value when shipping the work.

USAGE OF IMAGES FOR PROMOTION

MMC requests the right to use images provided by the artist of the submitted work for promotional and display purposes of the Exhibition only. The Artist is credited by name in every possible case. MMC will notify the artist of any usage of the images.

The Artist must notify MMC in writing if they do not wish their artwork to appear in print or publications for this exhibition.

TITLE AND COPYRIGHT

The Artist warrants and represents that he/she created the work of art and possesses unencumbered title and full copyright to each and all works of art consigned to MMC under this agreement. This Agreement does it transfer any rights of title or copyright to MMC.

SALE OF ARTWORK

All inquiries will be directed to the artist for all sales. The artist's name and contact information will be displayed for the public at the exhibition site. Any exhibited artwork sold during or within 30 days after the exhibit will include a 20% commission, which helps support the MMC Art Program. Work does not need to be for sale to be eligible for acceptance. All work will remain on exhibit and cannot be removed by the artist until the close of the exhibit.

SALES COMMISSION TO THE ARTS AT MAINE MEDICAL CENTER

The artist will submit 20% of sales commission in a check made out to: Maine Medical Center and mailed to The Arts at Maine Medical Center, c/o Susan Doliner, Vice President for Philanthropy, Maine Medical Center, 22 Bramhall Street, Portland, Maine 04102.