



POLK STATE

Fine Arts

# STUDENT ART EXHIBITION ENTRY FORM

**DEADLINE TO SUBMIT ARTWORK** **Wednesday, April 3<sup>rd</sup>.**

**EXHIBITION DATES** **April 10<sup>th</sup>-May 3<sup>rd</sup>**

**RECEPTION** **April 23<sup>rd</sup>, 5-7pm**

**All artwork should be picked up between** **May 3 and May 10th**

**Submission Locations:** You may only drop off artwork at the Gallery designated for that semester's exhibition. The Spring Student Exhibition is in the Lakeland Art Gallery (LTB Building). You may drop off artwork during **Gallery Hours: Monday-Thursday 10 am-2 pm.**

**Submission Requirements:** Students must sign and complete an Exhibition agreement form, inventory list, and identification labels. Students must attach identification labels securely to the back of each artwork.

## EXHIBITOR AGREEMENT

**By submitting my artworks (as identified in the attached Addendum) to the Gallery Committee for the Student Exhibition I \_\_\_\_\_, (Student Name) agree to the following terms and conditions:**

- (1) Artwork will be accepted at the sole discretion of the Gallery Committee. Only accepted artworks will be hung in the exhibition.
- (2) If my artwork is not accepted, I will receive an email notification before the opening date of the exhibition. This email will include pick-up instructions.
- (3) If my artwork is not accepted, I agree to collect and remove the artwork from the Gallery during Gallery Hours by the last day of the exhibition. Artwork must be picked up at the exhibition display location.
- (4) If my artwork is accepted for display at the Exhibit, I agree to collect and remove my artwork no later than 1 week after the exhibition has ended.
- (5) If I do not collect and remove my artwork by the expiration of the times outlined in item (3) or (4) above, I acknowledge and agree that I will be deemed to have surrendered my artwork to the Gallery Committee, that the committee will thereupon become the owner of my artwork and all intellectual property rights therein, and that the committee may cause my artwork to be relocated or disposed of as seen fit by the committee.
- (6) Due care will be used by Polk State in receiving, storing, and presenting any artwork submitted by me for display at the exhibition. The artworks are only covered by insurance during the Exhibition dates.
- (7) Students can enter multiple categories but are limited to 5 pieces total. Categories include: Ceramics, Design, digital art and/or moving images, Drawing, Mixed Media, Painting, Photography, Sculpture. Students cannot enter more than 3 artworks per category
- (8) By submitting artwork to this exhibition, I permit Polk State College to use the image(s) of my artwork for publication and/or advertising purposes.
- (9) If I win an award in this exhibition, I permit Polk State College to hold the artwork over the summer months in a *Best in Show* exhibition.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Student ID Number \_\_\_\_\_

**ADDENDUM TO THE EXHIBITION AGREEMENT**

**Student Name:** \_\_\_\_\_ **Student ID Number** \_\_\_\_\_

Works that are part of a series will be exhibited in the order that they are listed in this paper. Please write down any special installation requests. If your work is not for sale, please write NFS for the price, but indicate the value of the artwork for insurance purposes.

1. **Artwork Title:**  
**Artwork Medium:**  
**Artwork Dimension:**  
**For Sale? Yes/No Artwork Price:**  
**Artwork Year:**  
**Category ( Circle) Design Digital Drawing Painting Mixed Media Ceramics Photography Sculpture**  
**Part of a Series: Yes/No**
  
2. **Artwork Title:**  
**Artwork Medium:**  
**Artwork Dimension:**  
**For Sale? Yes/No Artwork Price:**  
**Artwork Year:**  
**Category ( Circle) Design Digital Drawing Painting Mixed Media Ceramics Photography Sculpture**  
**Part of a Series: Yes/No**
  
3. **Artwork Title:**  
**Artwork Medium:**  
**Artwork Dimension:**  
**For Sale? Yes/No Artwork Price:**  
**Artwork Year:**  
**Category ( Circle) Design Digital Drawing Painting Mixed Media Ceramics Photography Sculpture**  
**Part of a Series: Yes/No**
  
4. **Artwork Title:**  
**Artwork Medium:**  
**Artwork Dimension:**  
**For Sale? Yes/No Artwork Price:**  
**Artwork Year:**  
**Category ( Circle) Design Digital Drawing Painting Mixed Media Ceramics Photography Sculpture**  
**Part of a Series: Yes/No**
  
5. **Artwork Title:**  
**Artwork Medium:**  
**Artwork Dimension:**  
**For Sale? Yes/No Artwork Price:**  
**Artwork Year:**  
**Category ( Circle) Design Digital Drawing Painting Mixed Media Ceramics Photography Sculpture**  
**Part of a Series: Yes/No**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Art Transfer Major? (Check one) Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**ARTWORK IDENTIFICATION LABELS**

Complete the following forms with the same information as your list on Page 2. Please cut and attach each form securely to the back of each artwork. Identification labels must be attached before you drop the artwork off at the gallery.

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**Student Name:**

**Artwork Title:**

**Artwork Medium:**

**Artwork Dimension:**

**For Sale? Yes/No Artwork Price:**

**Category ( Circle) Design Digital Drawing Painting Mixed Media Ceramics Photography Sculpture**

**Part of a Series: Yes/No**

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**Artwork Dimension:**

**For Sale? Yes/No Artwork Price:**

**Category ( Circle) Design Digital Drawing Painting Mixed Media Ceramics Photography Sculpture**

**Part of a Series: Yes/No**

## STUDENT EXHIBITION GUIDELINES

- As stated in the Agreement, the artist is responsible for delivery and pick-up of their artwork. The Gallery hours are Monday-Thursday 10 am-2 pm.
- For 2D submissions, your work MUST be display-ready, well-crafted, framed, wired, and ready to hang.
- Artwork must have been created in the last two years and should not have been previously exhibited at Polk State College.
- You must be a current Polk State College Student to enter. Students from any campus are eligible.
- After the last day of the exhibition, the artist will have one week to pick up their entries from the Art Gallery and sign out their artwork. Polk State is not responsible for student artwork after this deadline (see agreement). You must pick up your artwork from the exhibition location.
- Polk State will take due care in handling the artwork. Basic insurance is provided for the artworks during the exhibition dates.
- By submitting your artwork to this exhibition, you are permitting Polk State College to use the image(s) of your artwork for publication and/or advertising purposes.
- Awards will be given at the discretion of the judge. The judge is selected at the discretion of the gallery committee. Awards include Best in Category and Honorable Mention in all categories. Awards also include but are not limited to Judges' Choice, Purchase Awards, and Best in Show.
- Artwork submissions will only be considered if you have filled out all requested information on both parts of this form for each entry.
- By signing, you agree with the entry rules of this exhibition.

### DEADLINES:

**DEADLINE TO SUBMIT ARTWORK Wednesday April 3<sup>rd</sup>.**

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