

bARTon Springs

A celebration of Barton Springs through artwork

CALL FOR SUBMISSIONS! We are seeking art submissions for an art exhibit highlighting Barton Springs. Selected artwork will be displayed within the Atrium of the Sheffield Education Center, inside the Bathhouse of Barton Springs, from May 12th 2017- September 4th, 2017. Artists of all backgrounds and ages are encouraged to apply!

Application deadline is March 31st

Please read the following before applying. Complete pages 2-5 of this document and email to michael.adair@austintexas.gov

Rules and important info:

- We are accepting 2-D work in the following mediums: oil and acrylic paintings; works on paper including pencil, ink, charcoal, pastel, digital artwork; and photography.
- All entries must be matted/frame and ready for hanging
- All entries must be original work created by the artist and completed within the last three years.
- A panel of judges will select the artwork to be displayed in the exhibition
- Not accepted works include: replicas of another artist's work, paint by numbers, photocopies or photographs of artwork, magazine or book illustrations.
- Due to the small size of our gallery, entries cannot exceed 48" x 48" x 5" in size and 50 lbs in weight. Artwork that does not meet size requirements will be disqualified before judging.
- Please include hi-resolution photos of your artwork along with your application.

Important Dates (2017):

- Application Due: March 31st
- Artist notification: April 14th
- Opening Reception: May 12th
- Closing Date: September 4th
- Artwork Pick-up: September 6th- September 12th

For additional information, please email Michael Adair at michael.adair@austintexas.gov

LOAN AGREEMENT
CITY OF AUSTIN – PARKS & RECREATION
NATURE INTERPRETATION – SHEFFIELD EDUCATION CENTER

LENDER

Organization:
 Contact Person / Artist:
 Address:
 Phone:
 Email:

BORROWER

City of Austin – Aquatics
 Contact: Adrienne Clark/ Michael Adair
 Sheffield Education Center
 Address: 2201 Barton Springs Rd.
 Austin, Texas, 78746
 Phone: (512) 481-1466
 Email: Adrienne.Clark@austintexas.gov
 Email: Michael.Adair@austintexas.gov

Agreement: The Lender agrees to loan the artwork described under the terms and conditions set out in this Loan Agreement.

Purpose: bARTon Springs: An art of Barton Springs exhibition

Applications due: March 31st
Artwork drop off: April 15th – April 23rd
Exhibition dates: May 12th – September 4th
Artwork pickup dates: September 6th – 12th

Loan Term: April 15th 2017 to September 12th, 2017, unless extended by written agreement between the Lender and the Borrower. The artwork will be picked up and returned The Sheffield Education Center (Located in the Bathhouse at Barton Springs Pool)

Inventory: If more space is needed, please attach an inventory of artwork in the following format:

Artist/ Maker:	Title:	Date:
Medium: (please list materials used)		
Framed Dimensions (in inches:) (H x W x D)	Pedestal Dimensions (in inches:) (H x W x D): NA	
Is item for sale (Y/N): NA	Insurance Value/Sale Price:	
Gallery or lender credits: Courtesy the artist		

Artist/ Maker:	Title:	Date:
Medium: (please list materials used)		
Framed Dimensions (in inches:) (H x W x D)	Pedestal Dimensions (in inches:) (H x W x D): NA	
Is item for sale (Y/N): NA	Insurance Value/Sale Price:	
Gallery or lender credits: Courtesy the artist		

Artist/ Maker:	Title:	Date:
Medium: (please list materials used)		
Framed Dimensions (in inches:) (H x W x D)	Pedestal Dimensions (in inches:) (H x W x D): NA	
Is item for sale (Y/N): NA	Insurance Value/Sale Price:	
Gallery or lender credits: Courtesy the artist		

Artist/ Maker:	Title:	Date:
Medium: (please list materials used)		
Framed Dimensions (in inches:) (H x W x D)	Pedestal Dimensions (in inches:) (H x W x D): NA	
Is item for sale (Y/N): NA	Insurance Value/Sale Price:	
Gallery or lender credits: Courtesy the artist		

Insurance Coverage: The Lender [] accepts or [] waives coverage by the City's Fine Arts Insurance Policy.

Removal: The artwork shall be removed on the ending date of the loan, not later than 5 p.m., unless a later date and time has been agreed to in writing by the Borrower before the specified date.

Lender:

Borrower: **City of Austin - Cultural Arts Division**

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

LOAN RELEASE SECTION

Condition of Work at End of Loan Period and Release: The artwork described in this agreement was inspected and accepted for return on _____, 20__.

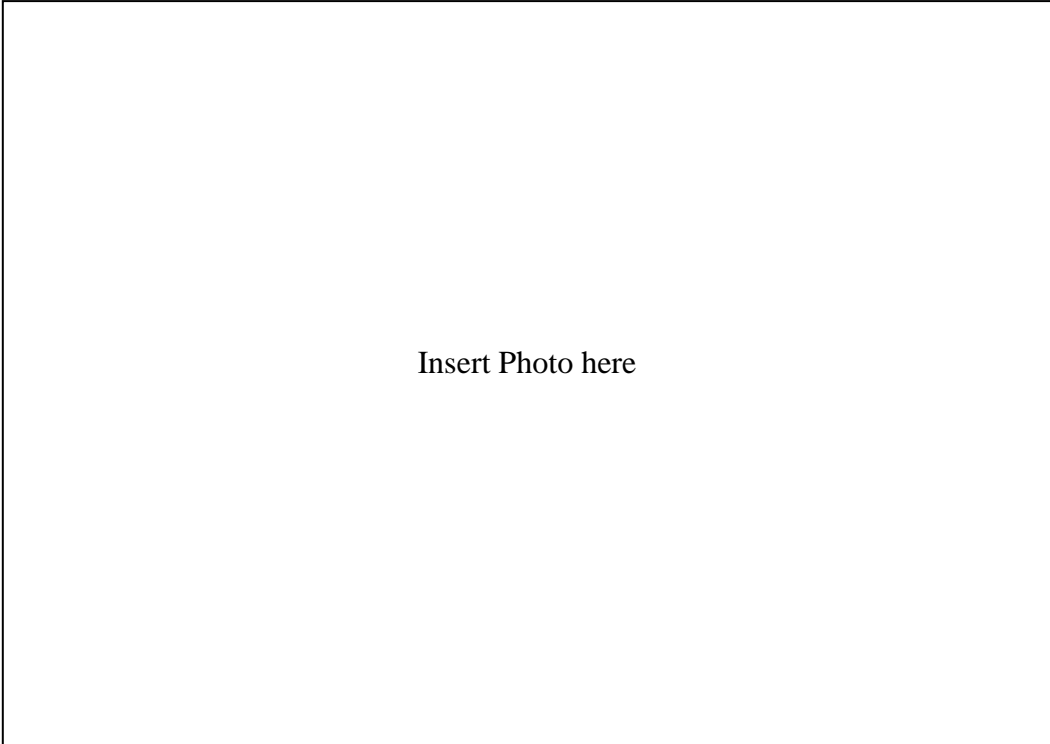
By: _____

Printed Name: _____

Title: _____

PHOTOGRAPH OF LOANED ARTWORK:

«*Title*», «*Year*», «*Medium*»



«*Special_Installation_Instructions*» state below:

LOAN TERMS AND CONDITIONS

This loan agreement incorporates the terms and conditions of the Sheffield Education Center Exhibition Series Guidelines, attached as Exhibit A, as if the terms were set out in this agreement.

CONDITION, CARE, AND PRESERVATION OF ARTWORK

The Lender certifies that it has the authority to loan the artwork to the City, and that the artwork on loan is in good condition and suitable for display.

The City of Austin shall provide artwork on loan the same level of care given to artwork of a similar nature owned by the City. The City shall promptly report evidence of damage to artwork on receipt of the artwork or as soon as practicable after the damage is observed during an exhibition. The City may not alter, restore, or repair artwork on loan without the written authorization of the Lender.

TRANSPORTATION AND PACKING; INSTALLATION AND REMOVAL

The Lender is responsible for damage to or loss of artwork during packing and transportation. If the City allows the Lender to install or dismantle artwork, the Lender is responsible for damage during installation or dismantling.

The Lender shall pay the cost of packing and transportation, unless other payment arrangements are agreed to in writing by the City. The Lender may determine the shipping and delivery method for the artwork, unless the City requires a specific shipping and delivery method.

The City is not responsible for damage to or loss of artwork during shipping or delivery, or during installation or dismantling by the Lender.

INSURANCE

Unless otherwise instructed in writing, the City of Austin property insurance policy will provide coverage for objects on loan to the City for the amount specified on the face of this agreement, against all risks of physical loss or damage from covered perils while on location during the period of the loan. This coverage is subject to the deductible as indicated in the insurance policy. The City of Austin will pay for damages up to the maximum deductible amount for objects damaged while on loan to the city and located at The Sheffield Education Center. The appraisal value shall be the responsibility of and be determined by the donor and does not in any way imply an endorsement by the City of Austin.

The policy referred to contains the usual exclusions of loss or damage including but not limited to such causes as gradual deterioration, moths, vermin, inherent vice, war, invasion, hostilities, insurrection, confiscation by order of any government or public authority, risks of contraband or illegal transportation and/or trade. A certificate of insurance will be sent upon request.

If the Lender chooses to maintain his/her own insurance, the City of Austin must be supplied with and approve a certificate of insurance naming the City of Austin and each of the participating institutions as an additional assured, and waiving subrogation against the City of Austin and each

of the participating institutions. If the lender shall fail to supply the City of Austin with such a certificate for approval, this loan agreement shall constitute a release of the City of Austin and each of the participating institutions from any liability in connection with the work. The City of Austin cannot accept responsibility for any error or deficiency in information furnished to the Lender's insurer or any lapses in coverage. The City of Austin will be responsible and liable for borrowed items only during the term of the loan. By mutual consent of the Lender and City of Austin staff, the City of Austin may disclaim a liability for items valued at less than the City's Fine Arts Insurance deductible.

PUBLICITY AND PHOTOGRAPHY

The Lender agrees that artwork loaned under this agreement may be photographed and the photographs may be reproduced for publicity purposes or in a City funded publication, unless the Lender and the City specifically agree to other terms in writing as an amendment to this agreement. The City will include the artist's name in connection with the reproduction of artwork.

EXHIBIT A

Sheffield Education Center Exhibition Series Guidelines

1. PURPOSE

The Sheffield Education Center, located in the Bathhouse at Barton Springs occasionally displays the artwork that Highlights Barton Springs unique attributes as a social, cultural, and ecological place. These exhibits reinforce our mission of fostering stewardship of Barton Springs and the Edwards Aquifer, and also promote the City of Austin's cultural and economic initiatives.

2. POLICY

The City of Austin respects freedom of expression in visual art. However, the Sheffield Education Center does not function as a gallery or museum. The City reserves the right to remove or relocate artwork at its sole discretion.

3. EXHIBITION LOCATIONS AND LIMITATIONS

Sheffield Education center is not a gallery-style venue. Art displayed in these public areas shall be appropriate to a wide age range.

The Sheffield Education Center is open to the public Tuesday through Saturday, from 10:00 a.m. to 5:00 p.m. and Sunday 12:00p.m.-5:00 p.m.

4. TERMS OF LOANS AND LOAN AGREEMEN

The artwork in an exhibition shall be on loan to the City by the artist or organization at no cost to the City. The individual or organization lending the artwork is responsible for the cost of delivery of the artwork. The Program Manager shall decide the placement or arrangement of pieces.

Artwork displayed at the Sheffield Education Center during an exhibition shall remain in place until the conclusion of the exhibition, unless the Program Manager approves earlier removal. The organization or artist lending artwork for an exhibition in the Sheffield Education Center must provide a suitable replacement, subject to the Program Manager's approval, for artwork removed from an exhibition before its conclusion. The Program Manager's approval may not be unreasonably withheld.

Each organization or artist lending art for exhibition at the Sheffield Education Center shall submit a completed loan agreement to the Program Manager. The terms of these guidelines are incorporated as part of the loan agreement.

5. EXHIBITION SCHEDULING

The Program Manager may reschedule or cancel an exhibition at the Program Manager's discretion at any time before the start date of the exhibition. The City is not responsible for any expense incurred by the organization or artist lending the artwork related to a rescheduled or cancelled exhibition. The Program Manager may cancel an exhibition on display if the Program Manager determines the cancellation is necessary to protect the artwork or due to unexpected building use. The Program Manager may not cancel an exhibition to make room for a different, unscheduled exhibition.

6. REQUIRED DOCUMENTATION

Not later than the 30th day before the date of a scheduled exhibition, the organization or artist lending the artwork must provide the Program Manager:

- a completed loan agreement;
- an inventory of work to be exhibited, including the following information for each piece: the name of the artist, title, media, dimensions, and insurance value;
- a written statement describing the exhibition as the basis for a press release by the City;
- request for a reception, if applicable; and
- if the Lender wants to waive coverage under the City's Fine Arts Insurance Policy, a certificate of insurance.

The Program Manager may cancel an exhibition if the organization or artist lending the artwork fails to submit the required information on or before the due date. The Program Manager may not permit installation of an exhibition if the lender has not submitted the required information on or before the date the exhibition is scheduled to begin.

7. DELIVERY, INSTALLATION, AND DE-INSTALLATION

The organization or artist lending the artwork shall deliver the artwork for an exhibition and all related components, including stands, descriptive summary, and other informational material as required in the loan agreement on the date specified in the loan agreement. All two-dimensional artwork submitted must be framed or mounted and ready to hang. All three-dimensional artwork submitted must be self-supporting or include a stand. Art presented in an electronic media must be accompanied by appropriate audio and video equipment.

The Program Manager and the building manager shall supervise installation of artwork for an exhibition. If approved in writing by the building manager, the Program Manager may allow a lender to install the exhibition under the Program Manager's supervision or to provide at least one individual to assist the Program Manager's installation of the exhibition.

The Program Manager and the building manager shall supervise de-installation of artwork for an exhibition. If approved in writing by the building manager, the Program Manager may allow the lender to de-install an exhibition or to assist the Program Manager with dismantling and removing all artwork and other components of an exhibition.

The Program Manager may allow artwork to be removed and replaced at specified times during an exhibition. The same guidelines apply to artwork removed and replaced during an exhibition as apply to the original installation or dismantling of an exhibition.

8. RELOCATION OR REMOVAL OF ARTWORK

The City's Cultural Arts Program respects freedom of expression in visual art. However, the Sheffield Education Center does not function as a gallery or museum and is frequented by citizens with diverse opinions and backgrounds who are there to conduct business with the City.

The Program Manager shall select artwork that is suitable and appropriate in theme and quality to the functions of the Sheffield Education Center. If the Program Manager receives a complaint that a particular work of art is derisive, vulgar, gruesome, or otherwise offensive to visitors, the city manager shall review the complaint and make a determination. The city manager retains sole discretion on whether to move or remove artwork subject to a complaint.

9. GUIDED TOURS

The Program Manager may allow guided tours of an exhibition during regular business hours or at other times approved by the building manager for the Sheffield Education Center. If guided tours are permitted, the Program Manager shall provide training to volunteer tour guides relating to how a tour may be conducted in the Sheffield Education Center, including information on limited public access to certain areas. The organization or artist lending the artwork on exhibit shall provide written material for use by the tour guides describing the artwork on display, including information about the artist.

10. RECEPTION

The Sheffield Education Center may not be used for private functions. However, the City and the organization or artist lending the artwork may co-host a reception on a date and at a time approved by the Program Manager. If possible, a reception will be scheduled on the first Friday the artwork is displayed. All expenses for a reception must be paid by the organization or artist lending the artwork.

To request that the City co-host a reception, the lender must make a written request to the Program Manager at the time the signed loan agreement is submitted, but not later than the 30th day before the beginning of the exhibition. If requested and available, the City will provide tables for refreshments. No alcoholic beverages may be served, except with the prior written permission of the city manager in compliance with the building use guidelines for The Sheffield Education Center. The organization or artist is responsible for the cost of preparation, including set-up, and clean up after the reception.

11. SALES

Artwork on display at The Sheffield Education Center may be for sale by the organization or artist loaning the material provided that any artwork sold remains on display until the conclusion of the exhibition. However, earlier removal may be approved by the Program Manager.

The lender is responsible for all aspects of a sale transaction on artwork on display at the Sheffield Education Center. Information on how to contact the lender to purchase artwork may be included on the descriptive label for the artwork, and in supplementary sales material provided at the sole expense of the lender. The Program Manager must approve any supplementary sales material and the location and display of the material.

The City of Austin does not receive a commission on or compensation from the sale of artwork exhibited at the Sheffield Education Center.

12. INSURANCE

The City of Austin's Fine Arts Insurance Policy provides coverage for artwork loaned to the City for exhibition. However, the City disclaims liability in excess of the policy limits. The City will take every reasonable precaution to secure the safety of artwork on loan to the City, but is not responsible for damage or theft except as covered in the City of Austin property insurance policy. The organization or artist lending the artwork assumes all uncovered risk.