

Public Exhibition of Artwork at Erin Town Hall  
Information and Guidelines

“Art in the Hall” is a program offering public space for local visual artists to display creative artwork within Erin Town Hall. The program will showcase local talent to the greater community during regular Town Hall operating hours. The designated art space will be located outside of Council Chambers, adjacent to Town Hall’s main reception area. The art display will run throughout the entire year, and exhibit a seasonal artwork display in different medium forms. The Town of Erin’s Artwork Selection Committee (ASC) invites Erin artists of all ages and backgrounds to apply for participation in the public exhibition of artwork at Erin Town Hall. The application submission is free of charge to all artists.

**ELIGIBILITY:** All artists or team/group of artists and/or exhibitors who reside, work, study and/or teach in Erin are eligible. Artists who reside in the Town of Erin are ultimately preferred.

**ARTISTS UNDER THE AGE OF 18:** The Town asks that interested artists under the age of 18 have the permission from a parent and/or guardian to enter the submission process for the Town Hall Art Project. The Town asks that all interested applicants have their parent/guardian sign and complete the submission form attached in order to be eligible.

**DURATION OF EXHIBITIONS:** The exhibition will change twice a year, with the duration of each exhibition lasting approximately 26 weeks.

**APPLICATION:** In order to submit an application, artists are encouraged to use the online format. If you prefer the pdf version, please download the file, fill it out. Submissions may be submitted in person or by email in pdf format. For consideration and to have your artwork included in the registry for future exhibitions, we ask that candidates please submit the following:

- Completed Application form
- Photographs of artwork – if existing
- A brief description of each piece of artwork
- The Information and Guidelines package, signed and dated

Works of art will be returned to the artist after the display period, at the artist's request. If your material is rejected upon initial review, it will be automatically returned. The artist will be responsible to pick up submissions. Application materials will be discarded 30 days after notification from Town staff.

**SELECTION PROCESS:** The ASC will review each application to ensure that it complies with the artwork guidelines set out below. The selection committee will not be assessing the artistic content or merit of the artwork, only verifying the innocuous nature of the work and subject matter. The ASC has the right to reject any application and/or artwork without cause. If multiple applications are received, consideration will be given in chronological order of submissions that meet the outlined criteria. Only original artwork is eligible for exhibition - such as: painting, drawing, photography, collage, sculptural wall works or traditional graphics. Traditional graphic processes such as etchings and silkscreens are eligible. Only original art will be accepted. The Town of Erin reserves the right to refuse submissions.

**INSTALLATION AND SECURITY:** All artists whose works are accepted for exhibition will be required to agree to the terms and conditions of the provided guidelines. The artist and/or artist group will be responsible for the installation, placement and subsequent removal of all works under the guidance of Town staff. The ASC and/or Town staff have final authority as to the selection, placement, duration and number of works placed during each exhibition. All works (paintings, photographs, prints, sculptures, mixed-media) will be displayed on adjustable vertical hanging rod systems provided by the Town. Sculptures will be placed upon podium.

**SALES:** Should the Town receive sales inquiries, the Artwork Selection Committee and Town of Erin will refer interested buyers directly to the artists. Artists are welcome to provide sales information with their work if interested.

**ARTWORK GUIDELINES:** Artwork must not include any indication or evocation of an offensive, insulting or distasteful nature, including but not limited to racism, violence, aggression, sex and politics. The ASC has the right to reject any application and/or artwork without cause.

**INSTALLATION PARAMETERS:**

- Individual pieces are to weigh no more than 50 lbs. (22kg)
- Exhibition of pieces will occupy approximately 40 feet (12m) of wall space. About 10-12 pieces of art.
- Mixed-media and sculptures must not exceed two-feet by two-feet maximum.
- Each piece should be ready to hang. It will be free hanging from an art display system and are not secured to the wall.
- Piece shall not protrude more than 4-6 inches (100 – 150mm) from wall.
- All pieces are to be provided with a descriptor approximately 6"x4" (150x100mm) with:
  - Brief description of work (mandatory)
  - At the artist's discretion, each piece may be provided with:
    - Name of piece and artist's name and contact information
    - Date of production and any sales price

