



## Artist Application for “All That Glitters: The Society of Gilders” Exhibition

### Applicant Information

Full Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

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

Website: \_\_\_\_\_

**Installation Notes:** (How should the piece be installed? Pedestal, wall hanging, outdoors, etc. And how should it be made safe for visitors, if necessary, example: “To be hung on a wall using the large D-rings installed on the back of the piece, this piece weighs approx. 50 lbs. so you will need strong cables, or may be installed outdoors on a flat pedestal and secured with bolts to the top of pedestal, etc.”)

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**Image Labels:** (You may submit up to three works, please label each caption with the title of your piece and your last name and the entry no. Example: “Block Maison-Coughlan-1” and “Block Maison-Coughlan-2,” etc. Please submit multiple views for each piece, including images of good quality, suitable for print/marketing that are high res. of at least 300 dpi.)

**Image Caption 1:**

**Image Caption 2:**

**Image Caption 3:**

**Object Description:** (Please write a short paragraph about **each** piece submitted. This text will be used in the gallery as your object label)

**Submission No. 1:**

Medium:

Title:

Dimensions:

Approx. Weight:

List for Sale or NFS:

Retail Price: (if applicable, please note the Polasek Gallery splits proceeds with artist 60/40% with 60% going to the artist, your retail price should reflect this and may be higher than insurance value.)

Insurance Value (NOT inflated) This should reflect fair market value/replacement value only:

Description: \_\_\_\_\_  
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**Submission No. 2:**

Medium:

Title:

Dimensions:

Approx. Weight:

List for Sale or NFS:

Retail Price: (if applicable, please note the Polasek gallery splits proceeds with artist 60/40% with 60% going to the artist, your retail price should reflect this and may be higher than insurance value.)

Insurance Value (NOT inflated) This should reflect fair market value/replacement value only:

Description: \_\_\_\_\_  
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**Submission No. 3:**

Medium:

Title:

Dimensions:

Approx. Weight:

List for Sale or NFS:

Retail Price: (if applicable, please note the Polasek gallery splits proceeds with artist 60/40% with 60% going to the artist, your retail price should reflect this and may be higher than insurance value.)

Insurance Value (NOT inflated) This should reflect fair market value/replacement value only:

Description: \_\_\_\_\_  
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**Artist Statement:** (Please write a short Artist Statement. This text will be included in the exhibition.)

Statement: \_\_\_\_\_  
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**Incoming/Outgoing Art:**

If selected, you will be responsible for dropping off or shipping your selected work(s) to the Albin Polasek Museum & Sculpture Gardens (Gallery Building) for installation on Thursday, December 8, 2022. The gallery will be open early at 8:00 am and stay open until 5:00 pm to accommodate you. If you are shipping your work(s) please allow two weeks for delivery before December 8<sup>th</sup>. Please ship no later than November 23<sup>rd</sup> to ensure it will arrive on time. Shipped work must be sent in a reusable container with the **pre-paid return shipping slip included**. The artist is solely responsible for the cost of incoming and outgoing shipping. Any uncollected art left on premise after the close of the exhibit on Sunday, April 16, 2023, will be considered “unclaimed and abandoned” and after 60 days will be removed or auctioned for the benefit of the Museum. For those artists who wish to hand-deliver their work, the return pick-up date will be the Monday following the close of the exhibition, on April 17<sup>th</sup> from 8:00 am – 5:00 pm. If you need special accommodations that differ from the above-mentioned guidelines or need an alternate date, etc. you must make arrangements with the curator, ahead of time, and receive approval!

**Sale of Work:**

Works selected for exhibition cannot be removed before the end of the exhibition. Should a sale resulting from the exhibition occur, The Polasek Museum will retain a 40% commission of the listed retail price and will ensure its delivery to the art purchaser after the close of the exhibit on Sunday, April 16, 2023. Detailed sales info will be provided on the Sales Agreement form, any sale over \$500 will require the artist to fill out tax form.

**Insurance:**

The Polasek will insure all works of art in our exhibits for the fair market value. Insurance coverage begins when works of art are unpacked onsite at the Museum on Thursday, December 8, 2022 (not in transit or during shipping) and ends on the final day of the pick-up period advertised on Monday, April 17, 2023. Detailed insurance information will be provided in the loan agreement form.

**\*\*\*\* I have read through the application and agree to abide by the guidelines outlined and certify that I have full authority to enter into this agreement.**

Printed Name:

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Signed: \_\_\_\_\_  
(Lender/ Artist)

Date: \_\_\_\_\_

APPROVED FOR MUSEUM BY STAFF:

Signed: *Emily Coughlan*

Date: *3/24/2022*

Title: *Curator*

Please complete application form and sign and return to:

- *(preferred!)* Scanned copy or edited Word Document emailed to [curator@polasek.org](mailto:curator@polasek.org)
- Or mail to:

“Attention Emily Coughlan,” The Albin Polasek Museum, 633 Osceola Ave, Winter Park, FL 32789

**Your application must be received no later is 5:00 PM EST on  
Friday, September 30, 2022  
No late entries will be accepted.**