

Instructions for Visions & Voices Art Exhibition 2019

Preparing

All artwork is required to have a securely attached label on the back of the artwork that includes:

Artist's name, school name and title of the work.

A Student Consent Form must be completed fully and brought in with each piece of artwork. Do not attach form to the work; It will be accepted at time of drop-off. See Student Consent Form below.

1. All 2-D pieces need to be ready to be displayed with a firm, lightweight backing (i.e. mat board, foam core, cardboard). NO Frames; NO Glass.
2. Please assemble/set up your own 3-D work when you deliver it to the Butler Arts Center, Clowes Memorial Hall.
3. If shipping your 3-D work, provide detailed instruction(s) for assembly, including a photo of the assembled artwork. If a work has multiple pieces (i.e. a teapot with a lid) please list the number of pieces for display.
4. Jewelry should be placed in a zip lock bag and sealed firmly.
5. **Special Note for Silver Key and Gold Key Portfolios: Silver Key Portfolio winners, choose 2 works for display; A poster of all 8 works will be displayed with these works. Gold Key Portfolio winners, all 8 works will be displayed.**

Delivery

Mailed artwork

1. Mailed artwork must be received by 5:00 PM on Friday, January 25, 2019.
2. We suggest mailing your artwork no later than Wednesday, January 23, 2019.
3. Mail work to: Butler Arts Center, Clowes Memorial Hall, Attn: James Cramer, 4602 Sunset Ave. Indianapolis, IN 46208

Hand Delivered artwork

1. Hand delivered work will be accepted on
 - **Sunday, January 27 from 2:00 – 7:00 PM AND**
We **strongly** suggest arriving no later than 30 minutes before the 7:00 PM closing time.
2. Checking in work includes
 - *work(s) check in*
 - *turning in Student Consent form(s)*
 - *pick up a wall tag(s)*
 - *affix it to artwork*
 - *taking it to the separate designated display staging area*
3. You will be asked to deliver each work to the separate designated display staging area.
Please contact James Cramer at 317-940-6414 or jcramer@butler.edu for answers to any questions you may have.

Retrieving

Due to liability issues hung artwork must be removed from the wall by a Butler Arts Center Staff member. Unauthorized patrons are not permitted to remove artwork from the walls.

1. Artwork will be removed by Butler Arts Center Staff following the Scholastic Visions & Voices Awards Ceremony on Sunday, March 17, 2019.
2. Artwork will be available to sign out after the Awards Ceremony, approximately 3:30 PM.
3. Artwork will remain in the area in which it was displayed for retrieval and check out.
4. All artwork must be signed out by the student or notify James Cramer at 317-940-6414 or jcramer@butler.edu of your designated representative.
5. Any unclaimed work will become the property of Butler Arts Center.



The Central & Southern Indiana SCHOLASTIC ART AWARDS Student Consent Form



Confirming Your Recognition Through The Scholastic Art Awards

In order to confirm your award, we need you to complete the following steps:

1) Fill Out Your Information

Award: _____ **Category:** _____
Title: _____

Grade: _____ **School Name:** _____
Address: _____

Student Email: _____ **Teacher:** _____
Teacher Email: _____

2) Review And Sign The Consent And Art Return Agreement (for Gold and Silver Key Awards ONLY)

Consent

I have read and fully understand all requirements for this program, including the "Authorship and Plagiarism" and "Copyright Release" sections in The Scholastic Art Awards Guidelines. I agree to the terms of the program, including all transfers and waivers of copyright and other rights contained in the Guidelines as stated at www.artandwriting.org. By my signature, I grant permission to Clowes Memorial Hall of Butler University (CMH) to publish, in all media (print, electronic and other), the student's name and age, the name and location of the school, and all photographs, signatures and other expressions of the student's identity submitted to CMH on behalf of the student, in connection with all publications, presentations, uses and applications of the student's submission ("Work") permitted by the "Copyright Release" section of the Guidelines, including for purposes of the promotion of the Work, CMH and/or The Scholastic Art & Writing Awards. I hereby agree to participate in a program whereby CMH will release the information given above to colleges and universities interested in recognizing and supporting young artists and writers.

Art Delivery and Return Agreement

I agree to deliver Work selected for regional exhibition as instructed in the Art Delivery Instructions included in the CMH Award Notification Packet. Works receiving Gold Key or Silver Key Awards may be selected to be kept by Clowes Hall for up to 18 months for exhibition at Clowes Hall and/or other regional venues. I understand and agree that neither CMH nor other sponsors have or assume any responsibility for lost or damaged Work. I am responsible for making all arrangements to retrieve the Work from CMH on Sunday, March 17, 2019, after the Awards Ceremony. **I agree that ownership of the Work will transfer to CMH if I do not retrieve my Work by March 17, 2019.**

I acknowledge and agree that the administration of the Scholastic Awards constitutes good and sufficient consideration for agreements, grants and other undertakings set forth in this paragraph, and unconditionally and irrevocably waive and disclaim all rights and claims to compensation for the exercise of the rights, licenses and privileges accorded hereby.

I acknowledge that if I do not submit this form with my artwork on Monday, January 28, 2019 I will not be able to have my artwork exhibited in CMH.

Check one:

- I agree to the above terms. **Sign below and accompany with artwork.**
- I do not agree and will not exhibit my work

I have read the above authorization and release and I understand its contents.

Print Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____
(not required for students 18 years of age and older)

Print Student Name: _____ Student Signature: _____ Date: _____