

Courthouse Exhibitor Instructions

Courthouse Exhibit Hanging And Removal Time

Arrival Time: 9:00 AM for delivery of art on entry date and takedown date

Courthouse Entry

All exhibiting artists must enter at front entrance and pass through security.

Courthouse loading dock:

Please notify the Public Art Contact at least one week in advance if you will be using the loading dock for delivery of multiple or heavy art work so that arrangements can be made with courthouse security.

Artists using loading dock must first pass through security at front entrance before using the loading dock.

The loading dock is located at the rear of the building.

Hold Harmless Agreements

Exhibiting Artists are required to sign County "Hold Harmless" forms provided on entry date for your exhibit.

Artists Resume and/or Exhibit Description

Size: 8.5 x11. One per floor

Artists provide putty or 2-sided adhesive strips for hanging title cards and signs.

Signs:

8.5 x 11 Provide one sign per floor

Include the following Information on signs:

Title of Exhibit, Name of Artist or Group, Dates of Exhibit

Text lines: on bottom:

"For contact and prices see brochures on information desk in lobby."

Also include the following text line:

"This exhibit is sponsored by the Indian River County Cultural Council

Art In Public Places Committee."

Title cards

Provide one for each piece: Size 2" x 3.5" (Business card size)

Text on Cards: Title of piece, Artist's name, Group logo or name if it applies

Text line at bottom : Contact and Purchase Brochures on Lobby Information Desk

Artist Contact Brochures

Provide 25 to 30 8.5x11 bifold contact brochures (2 folds along 11" edge: so that (folded piece is approx 3.75" x 8.5")

Place in brochure holder at information desk in courthouse lobby.

Include the the following information:

1. Name of artist or group
- 2 Artist Contact phone or email
3. Title, size and medium for all exhibited pieces including items not for sale.
4. Price for all items which are for sale.

Replacing Sold Items

Contact the Cultural Council's Courthouse contact person to arrange a time for you to enter for replacement of a sold item.

Advertising

Please email images for advertising to: info@cultural-council.org:

Individuals: Maximum 5 images

Groups: One image per artist.

These will be placed on Cultural Council's website and in advertising in other media whenever possible.