

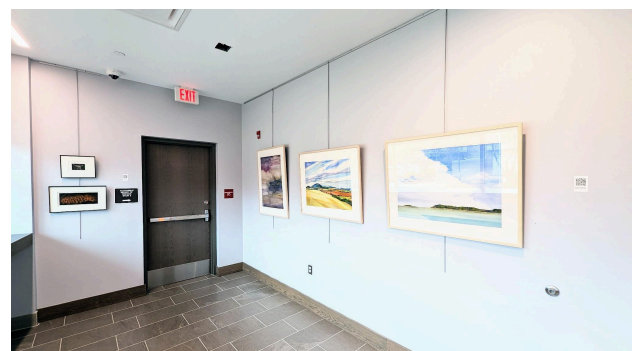
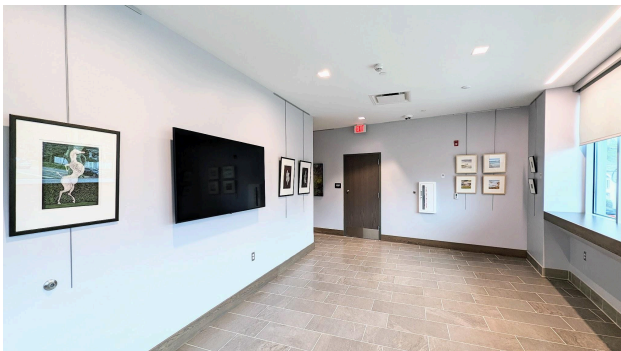
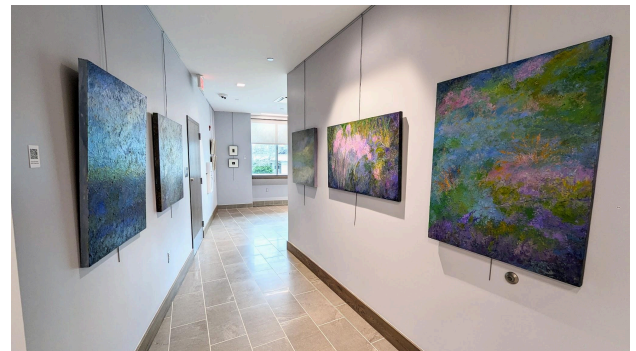
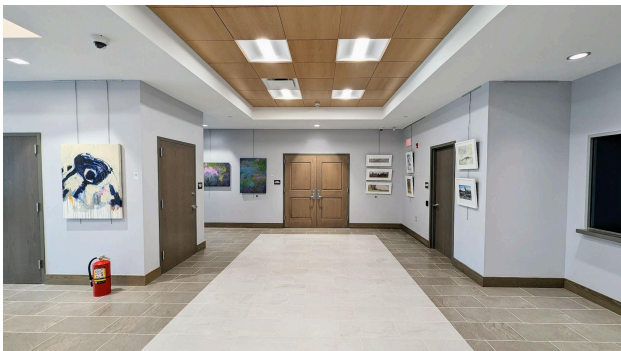
Mayor's Advisory Committee on the Arts ("MACA")
APPLICATION FOR EXHIBITION PROPOSAL

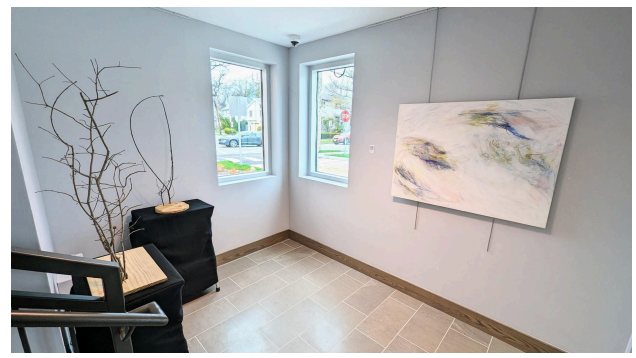
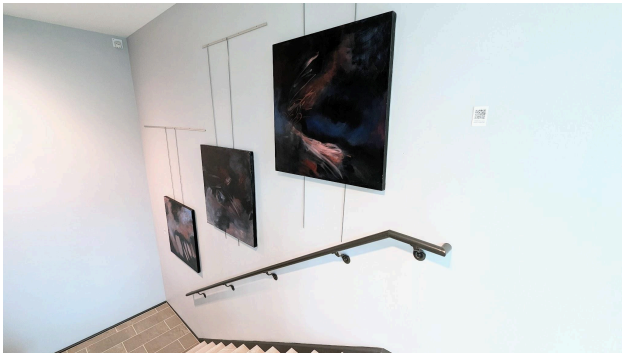
INFORMATION NEEDED FROM APPLICANT (Information can be provided on a separate document)

1. NAME
2. PHONE #
3. EMAIL
4. THEME OF EXHIBIT
5. EXHIBITING ARTISTS and LINKS
6. SUGGESTED DATES FOR EXHIBIT
7. ALL SUBMISSIONS GO TO: MACA@LeoniaNJ.gov. Any applications submitted to Committee member's personal emails or contact information will be rejected. All applications are filed. Only approved applications will be responded to within 3 months of reception. Additional information may be requested from the Committee for each application.
8. SIGNED ACKNOWLEDGEMENT of terms and conditions on page 2.

About the Exhibition Space:

1. There is an approximate total of 150' linear feet of display space. This includes the stairwell, landing and landing foyer on the first level.
2. Exhibits must fill the space on the second level which is approximately 100' linear feet of display space. Stairwell space is optional.
3. There is limited space for sculptural items. The floors must be kept clear of any obstructions.





POLICIES FOR EXHIBITING: MACA Policies are subject to change without notice at MACA's sole discretion.

1. Applications must be submitted at least 6 months before the exhibition date. This provides the Committee enough time to review, approve, and schedule the exhibit. The Committee will respond within 3 months of the application if approved.
2. Exhibits are scheduled based on the timing of other exhibits, Committee members' availability, and the Municipality's requirements for the use of the common areas of the Municipal Center.
3. The proposed exhibit must run a minimum of 2 weeks to a maximum of 3 months.
4. Proposed start and end dates can be subject to change from the Committee.
5. Upon approval of the exhibit, applicants must review and abide by all installation, opening reception, drop-off and pick-up guidelines provided by MACA.
6. Organization of the installation, opening reception, and tear down dates are the responsibility of the Applicant.
7. A Committee member or members will be assigned to consult on the installation, opening reception, and tear down process.
8. At any point the Committee can cancel or change any aspect of the proposed exhibit for whatever reason the Committee feels is appropriate.

RESPONSIBILITIES OF THE APPLICANT:

1. The applicant is responsible for any damage incurred to the Leonia Municipal Center Building between the moment of installation and the tear down of the proposed exhibit.
2. All promotions of the proposed exhibit are the responsibility of the applicant and participating Applicants. The Borough of Leonia and the Mayor's Advisory Committee on the Arts do not provide any promotional support and materials.
3. Any artwork not removed from the committed date of tear down will be disposed of.
4. The Borough of Leonia has no responsibility or liability for any damage to artwork during installation, exhibition and tear down of the exhibit. The Applicant has sole responsibility for obtaining insurance related to the exhibit.
5. All participating Applicants must sign and submit a release of liability form to MACA before the artwork is installed at the Leonia Municipal Center.
6. All transactions between collectors and the artists are the responsibility of the artists and/or applicant.

I have reviewed, understood, and agreed to all policies and responsibilities for exhibiting at the Leonia Municipal Center.

Name & Signature:

MACA COMMITTEE MEMBER INFORMATION ONCE APPROVED

1. COMMITTEE MEMBER(S) OVERSEEING EVENT:
2. INSTALLATION DATE/TIME & PERSON(S) IN CHARGE:
3. OPENING RECEPTION DATE & PERSON(S) IN CHARGE:
4. TEAR DOWN DATE/TIME & PERSON(S) IN CHARGE: