

## *General Information*

### **SCOPE OF EXHIBIT**

- All 2D and 3D visual art forms are eligible.
- Length of exhibit - 2 (two) months.
- Artist limited to 1 (one) show per year.
- Artist must supply a sufficient number of pieces for attractive gallery exhibit.

### **SELECTION PROCESS**

- Submission of completed application.
- Review by City of Milpitas Arts Commission and staff.

### **SALE OF ART**

- Pieces must be labeled with business size cards (3.5"x2") noting the title of the work and the selling price or indication that the piece is not for sale (NFS).
- All sales will be conducted by the artist.
- If provided, artist business cards will be given to interested buyers by City staff.
- Artwork that is sold must remain in the gallery for the duration of the show.

### **INSTALLATION**

- All artwork will be installed by the artist with staff supervision.
- Date of installation will be arranged by staff with the artist.
- Supplies, accessories and equipment needed to display artwork are the responsibility of the artist.
- City staff and a representative of the Arts Commission will preview the exhibit artwork prior to opening the show.

### **PUBLICITY**

- Limited publicity will be provided in City publications and by other information distributed by Recreation Services (i.e.: website, email or Cable Channel 15).

### **OPENING RECEPTION**

- An opening reception will be held for each show.
- The artist must attend the opening reception.

### **INSURANCE**

- The City of Milpitas is not responsible for lost or damaged work. Reasonable safeguards will be taken to ensure the security of all artwork.

### **Please Note:**

The Milpitas Phantom Art Gallery may be reserved for short-term special recognition displays approved by the Arts Commission.

Milpitas Community Center  
457 E. Calaveras Blvd.  
Milpitas, CA 95035

# *The Milpitas Phantom Art Gallery*



## *Artist Application*

Sponsored by the City of Milpitas  
Recreation Services and  
Milpitas Arts Commission  
(408) 586-3210

TDD (408) 942-2478 • [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)



*Milpitas Phantom Art Gallery  
Artist Application*

Please print or type:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Website: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Medium: \_\_\_\_\_ Theme: \_\_\_\_\_

Pieces Available for Exhibit: \_\_\_\_\_ Dates of Availability: \_\_\_\_\_

Brief remarks about the artist: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Artist Signature: \_\_\_\_\_

**SELECTION PROCESS**

The Arts Commission will consider the following for review and discussion of the application:

- This is a new visual art experience for the community
- The art is appropriate for public viewing
- The art reflects the diversity of the community and/or provides opportunity for community enrichment
- The artist has sufficient pieces for a gallery showing
- Commissioner response to the art

The artist must complete and return this application to:

Milpitas Recreation Services  
Phantom Art Gallery  
457 E. Calaveras Blvd.  
Milpitas, CA 95035

(Note: City staff will notify the artist by mail of their review date by the Arts Commission.)

The artist must be present for this review; prepared to respond to Commissioner questions.

The artist may present the work being reviewed in one of the following manners:

1. 2-D art; framed and appropriately mounted – not to exceed five pieces
2. 3-D art; not to exceed three pieces
3. Photographs or slides or CDs of either the 2-D or 3-D art not to exceed ten images

(Note: The artist must provide technical method for viewing slides or CDs.)

**For Staff Use Only:**

Review date: \_\_\_\_\_ Result: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Exhibit Dates: \_\_\_\_\_ Commissioner to Review Hanging: \_\_\_\_\_