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.
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: ________