

12th Annual AMC Administrator's Art Exhibit Application
May 15th, through May 26th
Stovall Gallery
Kimmel Center for University Life
60 Washington Square South
8th floor

*Please follow the guidelines for submitting and picking up your artwork.
Please read and sign waiver on page 2.*

1. You must be an NYU administrator to submit work. Only new original work will be accepted. Please do not submit work previously shown in our exhibitions.
2. Work in any medium (oils, watercolor, photography, pencil, sculpture, etc.) will be considered.
3. You may submit up to three pieces. However, space and the number of works submitted shall dictate the number of pieces shown by each artist. Artwork should not exceed 48" horizontally.
4. All artwork must be **suitably framed and ready to be hung**. Work will not be hung if the frames are falling apart or if there is no hanging wire/hooks/clips on the back of your work. Pedestals will be provided for sculpture.
5. All work must be delivered to the Kimmel Center on **Thursday May 14th** between 4:30 p.m. and 6 p.m. You will be contacted closer to the date with the exact drop-off location in Kimmel. Your name, NYU phone number; school/division, the direction in which the pieces in to be hung, and the title of the work must appear on the back of each piece.
6. When dropping off your art work, you (or your designated representative) will be **required to sign a Kimmel Center Galleries Artist Release and Wavier**.
7. All work must be removed by you or a designated representative between 8:30am and 10am on Wednesday **May 27th**. **We will not be responsible for any work that is not picked up.**
8. The deadline for submission of this application is **Monday April 6th**. Fill out the form below and email it to scott.lewis@nyu.edu or send it interoffice to Scott Lewis Administrative Services 726 Broadway room 263. . For any additional information please contact Scott via email or 998-1201.
9. We will be having an Artist Reception date, time and location to be determined. Participating artists will be contacted once the information is confirmed.

PLEASE PRINT CLEARLY

It is mandatory that this form be completed in full as this information will appear on the title cards and in the Art Show programs. If your work does not have a title please enter "untitled".

Your Name _____ School or Division _____

Your Title _____ Telephone Number _____

E-mail Address _____

Title of piece: 1 _____

Medium _____

Title of piece: 2 _____

Medium _____

Title of piece: 3 _____

Medium _____

Once again there will be an artist's information book available for guests to view to learn more about the artists. This book will contain slides, photos, art resume etc of AMC Art Show Artists. If you would like to be part of this book, please contact Scott to arrange the drop off of your material.

Check this box if you will be submitting materials (slides, photos, art resume, etc) for the Artist's information book.

Kimmel Protection staff will be alerted that the exhibition will be taking place, however there will be no guard present in the gallery area. The gallery will be open during regular Kimmel hours. As in the past we encourage artists to volunteer to gallery sit. Please contact Scott via email with your availability

Release and Waiver of Responsibility

I, the undersigned, have read and agree to the conditions set forth for the 2009 Administrative Management Council Art Exhibit. I understand and accept that the Administrative Management Council, it's Special Events Committee, the Kimmel Center and any of the employees and agents will not be liable for loss of or damage to the above described artwork from any cause. I hereby waive any claim that I might have against any of the aforementioned for such a loss. I also agree that I (or a designated representative) will remove my work on the morning of Wednesday **May 27th** between 8:30am and 10am. .

Artist Signature _____ Date _____