



INFORMATION FOR PARTICIPANTS

Miller Beach Arts & Cultural District (MBACD) is an organization that is committed to creating a district centered around Lake Street, in the Miller Beach community of Gary, IN, that engages in art, culture, creativity and economic development for community transformation.

REQUIREMENTS:

- Artists shall submit one clear digital photograph, in jpeg format, of each piece of art to be displayed at the Pop Up Art event. Minimum size of file to be 300 X 400 pixels.
(If you are unable to provide digital photographs, please contact us. The MBACD will make every effort to provide a volunteer photographer.)
- Artists shall submit a list, identifying the number of pieces they will be showing and the dimensions for each piece.
- Artists grant a non-exclusive rights permission to the MBACD to use digital images of their artwork to promote MBACD events through digital media both before and after the exhibit date.
- Artists are required to fill out and sign the MBACD Artist's Submission form (above).

Guidelines:

- Participants will usually be provided with 12 feet of wall space. This will vary depending on venues available, check with MBACD Pop Up Art Committee regarding your assigned space.
- All work must be ready to hang (Screw eyes or D-rings and picture hanging wire across back). Some spaces have a strict “no nail” rule. Be prepared to show on an easel or by other means if you are assigned one of these spaces. You will be informed of any restrictions a week in advance of the Pop Up gallery event.
- Artists are responsible for “staging” their space with art, backdrops, table, chair, decoration, etc. and for otherwise managing their space during the event, including set up and tear down times.
- The MBACD Pop Up Art Committee will host an artist “walk through” on the Saturday before the event to ensure that all artists have had an opportunity to visualize the gallery space they will be assigned to on the Pop Up gallery night.

Pop Up Art Event Set-up and Tear Down Times:

Set up will begin at 4:00 pm on the day of the event. All work must be set up by 5:30 p.m. Show time is 6:00 pm to 9:00 pm. A few venues require earlier time frames. Please let us know if this is a problem for you.

Tear down begins at 9 PM on the night of the event and should be completed within one hour. Please do not begin tear down until 9pm.

More information:

- **Security**

There will be NO security within the buildings during the Pop Up Art event. The MBACD is not responsible for stolen or damaged works, backdrops, or other staging items brought by the artist.

- **Tables and Chairs**

You will need to supply your own tables and chairs. We encourage artists to bring an extra chair so people can sit and visit.

- **Lighting**

You are welcome to bring additional lighting for your exhibit space if there is an electrical outlet near your space. We cannot guarantee access to electricity. No extension cords may cross over open areas, doorways, or halls.

- **Food / Beverages / Liquor**

Wine will be available to guests that are twenty-one years of age. Artists may provide cheese and crackers or snacks (chips, pretzels) if desired. No prepared food will be allowed at venues.

- **Music**

Artists may bring a radio, iPod speakers, etc. in venues that do not have music acts or presentations. Please be aware of volume. Music cannot conflict with performers.

- **Sign In Sheets / Business Cards / Artists Statements / Price Lists**

You are welcome to and encouraged to market your art and build your client database by having sign-in sheets, business cards, and the like. If you want your bio and artist statement to be included in the official gallery booklet, please provide it to the MBACD's Pop Up Art Committee seven (7) days prior to the event.

A significant number of comments from our gallery hoppers indicate artists should label their work and include pricing information.

- **Sales**

During the event, you will be handling your own sales. You are responsible for your space and we suggest you arrange for someone to watch over your space when you are not there. You are responsible for all sales taxes.

- **Hanging Instructions**

The MBACD will not be providing nails or other hanging materials to artists. Bring all tools, lighting, ladders, and materials you will need for hanging and displaying your work. Walls should be left intact and undamaged. 3M makes a variety of non-marking adhesives, please consider using them in the buildings we need to leave untouched. Alternatively, easels and other display methods may be required.

- **Safety**

Safety is our number one priority. Please be careful hanging and removing your artwork. Keep your area free of debris. Tuck and tape all electrical cords and report any emergencies to the MBACD space coordinator assigned to your venue.

MBACD reserves the right to have your installation removed if it presents a safety hazard.

- **Respect**

Please be respectful of the buildings and wall space that have been so graciously donated by the Miller Beach businesses and building owners, and the Miller Beach Arts and Cultural District Board Members, event organizers & volunteers. They have worked diligently and without pay to provide you an opportunity to showcase your work.

Please respect your neighbor artists and their space.

- **Leave No Trace**

The MBACD is committed to respecting the environment. We are committed to leaving no physical trace at any of our events once the event has been concluded. We clean up after ourselves and endeavor, whenever possible, to leave such places in a better state than when we found them. We ask that you respect the "Leave No Trace" policy.

(Revised 04/30/2012 MBACD Pop Up Committee) All rights reserved