

**GUIDELINES FOR TEMPORARY ART INSTALLED AT
THE OFFICE OF MAYOR DIXIE SPEHAR**
A program administered by the *Florida Keys Council of the Arts (FKCA)*

Artists may submit artwork to be considered for placement at the
Office of Mayor Dixie Spehar, 500 Whitehead Street, Key West, FL 33040.
Artists should first contact Ranny Fitzgerald, 292-3440 fitzgerald-ranny@monroecounty-fl.gov.

Artwork shall be displayed in various parts of the Office of Mayor Dixie Spehar currently sanctioned by the Building Management and shall meet the following requirements:

- Artists must have exhibited publicly. Preference in consideration will be given to art that has sensitivity to the Florida Keys.
- Artwork shall, on review by the Office of Mayor Dixie Spehar Selection Committee, be deemed appropriate for public viewing and shall be of such a physical nature as to conform to viewing spaces without harm to the public spaces provided by the Building Management.
- The minimum term of exhibit shall be four months, a standard term being six months. The artwork can, at the discretion of the FKCA, and with permission of the artist, remain for a maximum time of one year. Artists may replace sold works with new works to serve out their term. Artwork can be removed at any time at the discretion of the FKCA. Artwork unclaimed after one year becomes the property of the FKCA for auction.
- The artist shall supply the FKCA with all pertinent information for signage. The Office of Mayor Dixie Spehar Signage Committee will provide the only signage for the piece(s) exhibited.
- Artwork shall be framed, matted, or otherwise properly prepared for display and hanging. Sculpture shall include pedestals or other support materials. The artist shall assist in mounting the display.
- Placement shall be determined by the Office of Mayor Dixie Spehar Placement Committee. Typically, new placements shall replace those works whose terms have expired.
- The artist has the right to remove his or her piece from display at any time, and substitute another of like kind, but must first notify Ranny Fitzgerald, who must notify the Building Management.
- The artist shall sign the waiver herein agreeing to hold the FKCA, Monroe County, and the State of Florida harmless if artwork is damaged, stolen, or vandalized.
- No fees will be paid to artists for display of their work, but works may be available for purchase by agreement of individual artists.

I have read and agree to abide by the above requirements to display my artwork at the Office of Mayor Dixie Spehar; I hereby freely and voluntarily waive any right or cause of action of any kind whatsoever arising while I participate in the exhibit; and I hereby hold harmless the Florida Keys Council of the Arts, Monroe County, the State of Florida, and their employees and agents of any possible damage or loss that may occur to any artwork I may display in the Office of Mayor Dixie Spehar.

Artist's name/Signature _____

Phone/E-mail _____

Address _____

Title of work/Date _____

Medium _____ Size _____ Price _____

Gallery name & phone (if applicable) _____

Does artist wish to be contacted by the public? Yes ___ No ___ If yes, how? _____