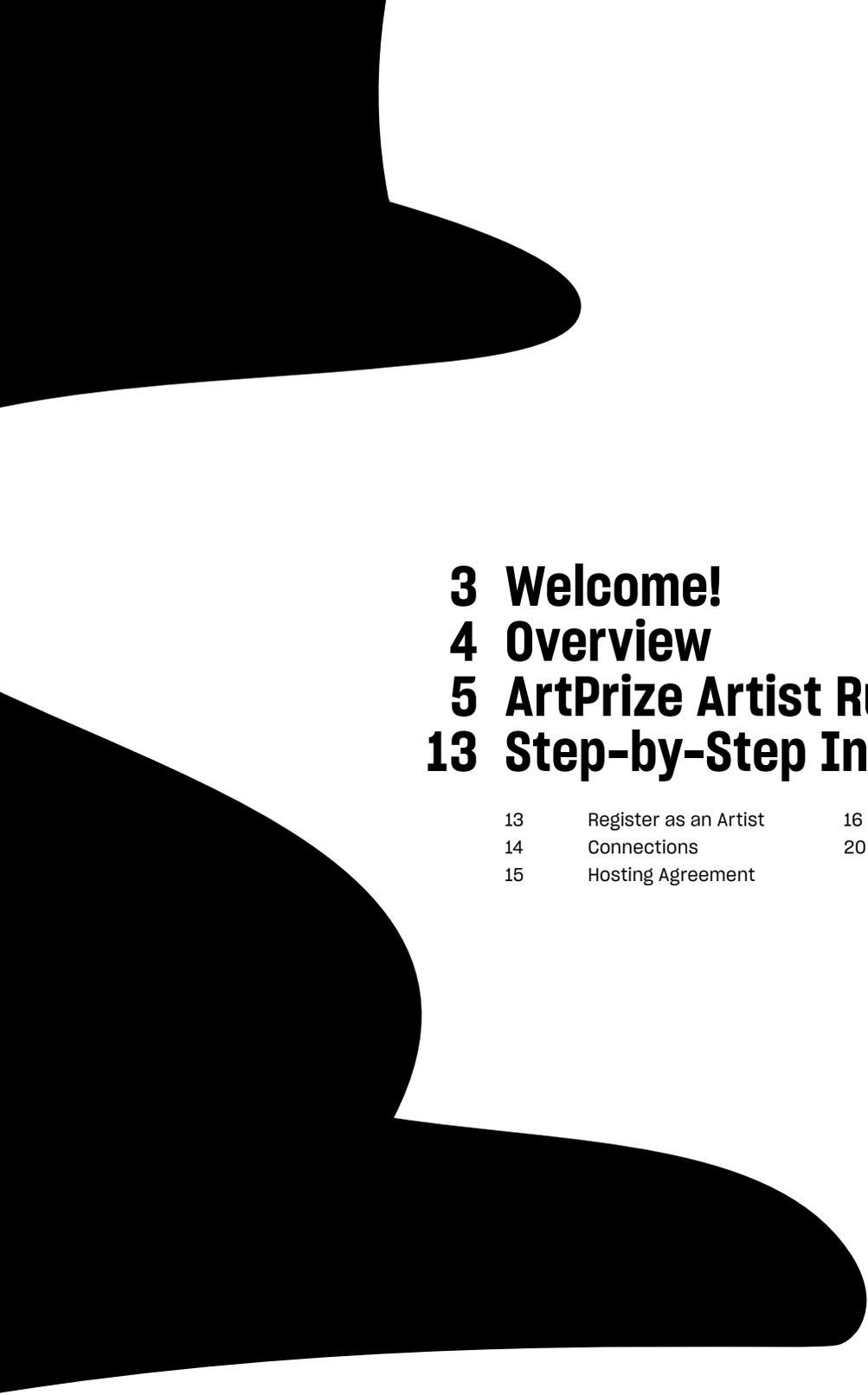


ARTPRIZE

ARTIST

HANDBOOK





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# WELCOME!

ArtPrize is an independently organized international art competition in Grand Rapids, MI. Artists from around the world come to our beautiful city to compete for cash prizes, network with art professionals, attend educational workshops, and much more. A large portion of the success of this amazing event is directly the result of the time, energy, creativity, innovation and vision that artists dedicate to perfecting the work they share with the hundreds of thousands of visitors who attend ArtPrize every year. We, the ArtPrize team, are honored to work with and experience the art that comes every September. We believe that art has the power to shape the future and change lives, and to be a part of such an endeavor is truly awe-inspiring.

The other half of the success, of course, is owed in part to the venues who dedicate their time, resources, and energy to hosting these artists and their artwork. ArtPrize venues range from businesses to restaurants, hotels, churches, schools, museums, parks, medical facilities, storefronts, and much more. Through the process of artists and venues matchmaking to exhibit amazing works, ArtPrize creates a platform by which the entire urban core of Grand Rapids is transformed into a gallery.

Why be an ArtPrize artist? The benefit of being an ArtPrize artist is not only the chance to win awards and public accolades. Entering your artwork in ArtPrize creates opportunities to showcase your work to hundreds of thousands of visitors, network with peers, attend professional development events, and potentially sell your work or find commissions. Artists have created businesses as a result of their ArtPrize experience, started galleries, found patrons and commissions – both private and institutional – and so much more. The opportunities are here, at ArtPrize, and we hope to help open as many doors to the future as possible.

While winning the grand prize or being recognized by our jury of art industry professionals is awesome, it's in the small moments of everyday interaction during the event that the magic is created. ArtPrize is an event for the community, for artists, for venues, and for visitors to feel, create, and experience that beautiful sense of belonging and humanity. We learn and grow because of art, and as a city, we look to our venues and artists – the core of ArtPrize – to help us be better and move towards a more creative and equitable future for all.

If you are a returning artist, we thank you for your dedication and passion for the arts. While some of the following information may not be new to you, please review the handbook to refresh your memory. If you are new and are interested in participating for the first time, please review the following information carefully.

# OVERVIEW

## THE PROCESS FOR PARTICIPATION AS AN ARTPRIZE ARTIST.

### 1. REGISTER

Registering as an artist takes three simple steps:

1. Sign up for an account on the ArtPrize Dashboard ([app.artprize.org](http://app.artprize.org)).
2. Create your artist and entry profile.
3. Pay the \$65 (solo) or \$130 (collaborative) registration fee.

### 2. CONNECT WITH A VENUE

Once you've registered, you'll be given the opportunity to connect with an ArtPrize Venue through the website matchmaking portal.

### 3. HOSTING AGREEMENT

You've completed registration and connected with a venue. Now fine tune all the details and sign the Hosting Agreement.

### 4. PLAN

Time to plan for the event! Figure out insurance, city codes and permitting (if needed), selling and marketing your work.

### 5. EXHIBIT

Communicate with your venue, install your entry, prepare for visitors, and get to know Grand Rapids during your stay.

## KEY POINTS OF CONTACT FOR ARTISTS:

For general inquiries and technical assistance/direction:

**General Support**  
[support@artprize.org](mailto:support@artprize.org)  
616.699.5379

For artist specific queries and questions regarding exhibition, connections and the overall ArtPrize process:

**Exhibitions**  
[exhibitions@artprize.org](mailto:exhibitions@artprize.org)

# ARTPRIZE

# ARTIST RULES

## WHAT IT TAKES TO BE AN OFFICIAL ARTPRIZE ARTIST

**Thank you for your interest in ArtPrize. By submitting your registration to ArtPrize or otherwise creating an artist account, you (“artist”) agree to be legally bound by the terms and conditions set forth in these official rules for artists (“rules”).**

### 1. ELIGIBILITY

Participation in the official ArtPrize competition event (“event”) is only open to those who are at least 18 years of age at the time of submitting an art entry (“entry”). Current ArtPrize employees and their immediate families are not eligible to submit an entry. Immediate family members include relatives living at the same address as an employee of ArtPrize. Artists must be living in order for their work to be submitted to ArtPrize.

Participation in the event as an artist is void where prohibited by law. All federal, state, and local laws and regulations apply. ArtPrize is intended for viewing in the state of Michigan only and will be construed and evaluated according to Michigan law.

### 2. ARTISTS

An entry to ArtPrize may be made by an individual artist (a “solo artist”) or by a group of collaborating artists (each a “collaborative artist” and together the “collaborative group”). A solo artist, and each collaborative artist, as applicable, is subject to these rules. As used in these rules and the artist agreement the term “artist” means the individual agreeing to these rules and, where applicable, each collaborative artist relating to an entry on whose behalf the artist submitted the entry.

### **3. RULES REGARDING SOLO ARTIST ENTRY AND ENTRY FEE**

To enter ArtPrize as a solo artist, the artist must register with ArtPrize through the [ArtPrize website](#) (the “artist agreement”). By completing the artist registration, the artist agrees to be bound by and comply with these rules. A solo artist must also pay a one-time non-refundable artist fee. The entry fee must be paid as described on the on-screen instructions as part of your entry.

### **4. RULES REGARDING COLLABORATIVE GROUP ENTRY AND ENTRY FEE**

To enter artprize as a collaborative group, each collaborative artist must complete an artist agreement by registering as a collaborative artist at the [artprize website](#) and agree to these rules. By completing the artist registration, each collaborative artist that is part of the collaborative group agrees to be bound by and comply with these rules, and by submitting an entry on behalf of a collaborative group to ArtPrize, the collaborative artist submitting the entry agrees on behalf of each other collaborative artist of the collaborative group to be bound by these rules. Each collaborative group must pay a one-time non-refundable artist fee. The entry fee must be paid as described on the on-screen instructions as part of your entry.

Each collaborative artist must meet all eligibility criteria for artists, including, but not limited to, the minimum age requirement. Any individual who either makes a significant contribution to the creative direction of an entry, is considered an “author” of an entry, has any copyright claim to an entry, has any claim to proceeds from the sale of an entry, or is acknowledged as a co-creator of an entry is considered to be a collaborative artist for purposes of that entry. Collaborative groups may receive assistance from contractors, Artprize staff members, or volunteers in the construction of their entry regardless of whether these assisting individuals are eligible artists and as such assisting individuals are not considered collaborative artists for that entry.

Entries that are created by community groups, schools, or other groups consisting of members who are not each registered as collaborative artists, or whose members do not each meet all of the eligibility requirements to be an artist, are ineligible. Such groups can be involved in an entry in many ways, but not in the role of collaborative artist.

ArtPrize expressly reserves the right to disqualify any entry if it is determined that all collaborative artists for that entry are not properly registered as collaborative artists or that an individual who fails to meet all artist eligibility requirements participated as a collaborative artist for that entry.

## 5. RULES FOR ALL ARTISTS REGARDING ENTRY

### The following rules apply to all artists and entries:

#### **A. Only artists that are registered with ArtPrize may participate in the event.**

The entry must be shown at an ArtPrize-registered venue. Artists are responsible for negotiating a hosting agreement and/or other arrangements with a venue relating to their entry ("Hosting Agreement"). [Download a Hosting Agreement](#), which can be edited to meet the terms agreed upon between the artist and the venue. Artists are not eligible to participate in ArtPrize unless and until they have entered into a Hosting Agreement with a venue. ArtPrize has the right to disqualify and remove entries, artists, and venues that do not have a finalized hosting agreement. Entries, and artists presenting such entries, are not recognized as official parts of ArtPrize until such Hosting Agreement is completed and acknowledged by both the artist(s) and the hosting venue.

Each artist may submit only one entry. For clarification, an entry may be submitted by a collaborative group, but no collaborative artist may submit or be associated with multiple entries. Each entry may consist of multiple parts, or a cohesive body of work, in accord with the appropriate category. Clarity: if an artist contributed to a collaborative entry but wishes to be recognized as an individual entry, they must make the clarification known to [exhibitions@artprize.org](mailto:exhibitions@artprize.org) in writing.

**All artists must be individuals, and must be the individual(s) who create such entry. An artist may not be an entity, such as a corporation, limited liability company, partnership or other form of entity unless otherwise approved in writing by ArtPrize. Exceptions may include, without limitation, non-profit arts collectives, artist agents, or cultural institutions.**

If an entry is time-based, or performance-oriented, the entry must at least be performed once within the event period.

Each artist and entry must abide by all applicable federal, state, and local laws, rules, regulations, and code requirements, including all Grand Rapids and Kent County codes and ordinances, as well as all guidance and orders from the CDC, State of Michigan, public health agencies, and any other federal, state, and local authorities or agencies. Any entry being displayed in a public setting must be reviewed and approved by the Grand Rapids Arts Advisory Committee and ArtPrize will assist in the presentation and approval of such entries but cannot guarantee such approval. Please contact [exhibitions@artprize.org](mailto:exhibitions@artprize.org) for further information.

The artist is responsible for all fees associated with the entry, including without limitation, the ArtPrize fee described above, production costs, shipping, any permit fees, and fees associated with the applicable venue, unless otherwise provided in the applicable Hosting Agreement.

Artist registration must be complete by 11:59 PM EDT on the last day of artist registration. ArtPrize reserves the right to change this date at any point. Artists must connect with a venue and sign a Hosting Agreement that is completed by 11:59 PM EDT on the last day of the Connections period. Only original entries are eligible for submission. The artist is responsible for ensuring that the entry does not infringe on any third party's proprietary rights.

The artist (or at least one collaborative artist from the collaborative group) must currently own the entry, or otherwise have the rights and ability to exhibit the entry and subject the entry to all restrictions and commitments made by these rules, including the rights to the information, imagery and documentation of the entry uploaded to the ArtPrize website. An entry must not infringe upon third party rights. Each artist is responsible for ensuring that its entry, as well as the documentation of that entry provided to ArtPrize and as displayed on the ArtPrize website, does not infringe upon, violate or misappropriate any intellectual property or other proprietary rights owned or possessed by any third party.

The artist is responsible for transportation of the entry to, and removal of the entry from, the applicable venue, unless otherwise provided in the applicable Hosting Agreement or as otherwise agreed with the venue. The artist commits to participating in the Event in keeping with the spirit of the Event as described on the ArtPrize website. The artist retains ownership of the entry unless otherwise negotiated with venues, sponsors or other third parties. Entries from prior ArtPrize competitions, or entries that are identical to entries from prior ArtPrize competitions may not be submitted. Entries that are iterations of a body of work may be considered on a case-by-case basis by ArtPrize staff.

**B. Artists who have been awarded a grand prize whether as a solo artist or as a collaborative artist) in a previous ArtPrize event are not eligible to enter an entry into the current year's event (whether as a solo artist or as a collaborative artist).**

## 6. RULES REGARDING ENTRY CATEGORIES

The artist must select one of the following six categories for the entry at the time of registration. The artist's selection of a category is subject to review by ArtPrize staff. ArtPrize maintains the right to make the final determination of the category of each entry at any time. Below are the categories and their definitions. The examples provided are not an exhaustive list of the types of entries that can fit in each category.

**2-D:** Entries that exist primarily on a flat plane. Painting, drawing, photography, printmaking, and most textiles are examples of 2D work.

**3-D:** Entries that occupy space and are intended to be viewed from multiple angles. Sculptures that are not site-specific (see the installation category for site-specific sculptures) belong in the 3-D category.

**Time-Based:** Entries that are durational and change over time. The viewer has to spend some time with the work to fully view it. This includes performance, video and film, dance, music, and interactive work.

**Installation:** Entries that are dependent on the site in which they are installed. The location is not a neutral ground and is an important element of the work. Installation is different from 3-D in that changing the location of the piece would dramatically change the interpretation of the work.

**New Media:** Entries that are created using a wide range of emerging digital art technologies. This can include but is not limited to animation, VR/AR, projection mapping, visual data analysis + display, video games, generative art practices, as tools to produce and display artworks. *Remember: ArtPrize only recognizes real humans eligible to receive prizes (but acknowledges that humans need creative tools!)*

**+Design:** Entries that are physical expressions of purpose with the intent to impact the way life is experienced. Design entries may belong to any of design disciplines including fashion design, furniture design, automotive design, architecture, urban design, industrial design, etc.

## 7. SALES OF ENTRIES

Artists can elect to signify their entry is for sale directly by the artist during the registration process. Within the entry page, visitors will see if a piece is for sale. It will be up to the artist and visitor/buyer to determine price, payment, and the transfer of ownership which includes transportation of the entry.

Any sales are voluntary. ArtPrize will not be involved in the sale process other than displaying if an entry is for sale, displaying contact info for the artist, or making a connection with AllArtWorks. ArtPrize will also not take a commission from any individual sale during the event and ArtPrize makes no claim to representation of the entry or artist.

## 8. ARTPRIZE RIGHTS

ArtPrize reserves the right to use all information, imagery, and documentation of the artist pertaining to the entry, including images of the final entry and the process of creating the entry, as provided by an artist or venue or documented as part of the exhibition of the entry. Uses may include, but are not limited to, the official ArtPrize website, press releases, promotional materials, display and exhibition materials, catalogs, maps, guides, installations, other showcase activities associated with ArtPrize or the Event and its promotion and associated events, which may include textual, audio or visual representations.

ArtPrize will acknowledge the artist and entry title when such information, imagery, and documentation is used by ArtPrize as described above. By uploading images, artist acknowledges and agrees to authorization for use under these terms and no future permissions will need to be given for the images' future use.

*For clarification, if documentation of the entry includes photographs taken by someone other than the artist, the artist represents and warrants that the artist has all of the rights necessary to use those images and the right to authorize ArtPrize to use them now and in the future. The artist must also provide necessary accurate photo credits to ArtPrize.*

ArtPrize reserves the right to document ArtPrize and all associated displays and events and reserves the right to use this documentation for any purpose. ArtPrize further reserves the right to transfer its rights and terms for usage as defined here to its marketing and affiliate partners: Experience Grand Rapids, Downtown Grand Rapids inc, Kendall College of Art and Design, the City of Grand Rapids, Michigan Economic Development Corporation, and Travel Michigan.

## 9. RIGHT TO REJECT

ArtPrize may reject or disqualify an entry at any time, including once on display at the Event, and for any reason. Reasons for rejection or disqualification may include, but are not limited to, alleged infringement of intellectual property rights, violation of the ArtPrize code of conduct defined in Section 13, concerns with regard to human rights, animal rights, public safety, or ArtPrize's determination that any persons or animals were harmed in the production of such entry. ArtPrize may prohibit an artist from participating in ArtPrize or winning a prize if, in its sole discretion, it determines that said artist is attempting to undermine the legitimate operation of ArtPrize by cheating, hacking, deception, collusion, or other unfair participation or voting practices or intending to annoy, abuse, threaten, or harass any other entrants or ArtPrize's representatives.

## 10. WARRANTIES AND LIABILITY

ArtPrize makes no warranty whatsoever relating to the venue, the Hosting Agreement or any other aspect of the event. ArtPrize bears no liability to the artist or relating to the entry, including the acceptance, possession, use or misuse of any entry, technical, hardware, software or telephone failures of any kind, cost or unavailable network connections, fraud, incomplete, garbled or delayed computer transmissions, whether caused by ArtPrize, users or by any of the equipment or programming associated with or utilized in ArtPrize or by any technical or human error which may occur in the processing of submissions which may damage a user's system or limit an entrant's ability to participate in ArtPrize.

By participating in the event, applicant agrees to defend, indemnify and hold harmless ArtPrize, the City of Grand Rapids, Downtown Grand Rapids Inc, and Ferris State University, their affiliates, agents, directors, officers and employees ("affiliates") from and against any and all liability, claims, suits, actions, losses and expenses, including costs and attorney's fees, relating to or arising out of any claim, or demand of any kind or nature which any person or party may make against ArtPrize or any of its affiliates, agents, directors, officers or employees based upon or arising out of their participation in ArtPrize or any other claim or demand relating to the event.

Further, artist agrees that ArtPrize and its affiliates have no responsibility or liability whatsoever for any injuries, losses or damages of any kind relating to or arising from the ArtPrize event, including any agreements, communications, transactions, interactions disputes or any relations whatsoever between artist, any potential buyers, venues or any other person or organization, whether caused by ArtPrize, the venue, visitors, or otherwise.

ArtPrize is not responsible for inaccurate, fraudulent, incomplete, illegible, tampered with, misdirected, late or stolen entries or transmissions, or problems of any kind whether mechanical, human or electronic. The artist agrees to defend, indemnify and hold harmless ArtPrize and its affiliates from and against any and all liability, claims, suits, actions, losses, and expenses, including costs and attorney fees, relating to or arising out of any claim or demand of any kind or nature which any person or party may make against ArtPrize or its affiliates based upon or arising out of the entry, artist's participation in the event, any materials artist makes available to ArtPrize pursuant to Section 8, or any other claim or demand relating to the event, including any infringement claim or any claim that artist failed to comply with any COVID-19 guidelines (as described below).

The parties acknowledge that there are inherent health or safety risks related to visiting any spaces where other people are present. As between artist and ArtPrize, artist agrees to follow all precautions that may be required by any Michigan Department of Health and Human Services order, as well as all other applicable federal, state or local orders, guidelines, rules, and recommendations while participating in ArtPrize. artist agrees that ArtPrize has no responsibility for any risk of COVID-19 exposure at ArtPrize. artists shall indemnify and hold ArtPrize harmless (as described above) for any loss, injury, or claim resulting from someone visiting or being exposed to an infectious disease (including, COVID-19) while at ArtPrize.

## 11. PRIZES AND WINNER SELECTION

ArtPrize reserves the right to document ArtPrize and all associated participants, entries, displays, activities, performances, and events and reserves the right to use this documentation for any purpose. ArtPrize further reserves the right to transfer its rights and terms for usage as defined here to its marketing and affiliate partners Experience Grand Rapids, Downtown Grand Rapids inc, Kendall College of Art and Design, the City of Grand Rapids, and Michigan Economic Development Corporation, Travel Michigan.

Winners can be both public-determined and/or selected by jurors appointed by ArtPrize, at its sole discretion. Additional details regarding prizes and selection criteria will be made available on the ArtPrize website prior to the commencement of the Event. Names of winning Artists, and their Entries, will be available on the ArtPrize website. Winning Artists will be notified in the days following the end of the event by email, at their email address provided to ArtPrize at the time of registration.

All federal, state, and local taxes are the sole responsibility of the winner. By accepting a prize, the winning Artist agrees without limitation to the use of his/her name, user name, entry name, photograph, and/or likeness of the Artist or the Entry for publicity purposes without any additional compensation, except where prohibited by law.

Winners will be required to sign and return a notarized Winner's Affidavit of Eligibility and Release Form to be provided by ArtPrize ("Affidavit"). In the event of noncompliance, including the winning artist's failure to complete the Affidavit before the last day of that calendar year, the winning artist will be deemed to have forfeited the prize and ArtPrize may award the prize to an alternate Artist.

### **Distribution:**

The prizes will be awarded in a lump sum, with any required withholdings, to the artist in whose name the entry was submitted. Prizes for an entry from a collaborative group will be paid either to the collaborative artist who created the account and submitted the registration associated with the entry ("Account Holder"), or divided among the collaborative artists, at the Account Holder's request and as approved by ArtPrize in its sole discretion.

Foreign persons are subject to U.S. tax withholding at a 30% rate on income they receive from U.S. sources that consist of:

- Interest (including certain original issue discount (OID));
- Dividends;
- Rents;
- Royalties/Awards;
- Premiums;
- Annuities;
- Compensation for, or in expectation of, services performed;
- Substitute payments in a securities lending transaction; or
- Other fixed or determinable annual or periodical gains, profits, or income.

## 12. GRAND PRIZE WINNERS LOAN AND REPRODUCTION RIGHTS

### **Artists that win a grand prize will be subject to the following additional rules:**

ArtPrize will have the option to retain the grand prize winning entry on loan from the winning artist(s) for the purpose of continued public display for one year following the closing day of the event. All Grand Prize winning artist(s) will each be required to sign and return a Copyright Authorization giving ArtPrize non-exclusive access to all underlying copyrights in and to the entry, including the specific authority to make derivative works relating to the entry.

### 13. ARTPRIZE CODE OF CONDUCT

ArtPrize is about discourse and conversation. ArtPrize is about self-expression and an outsider's engagement with that creative expression. That engagement does not include inappropriate, disruptive, abusive, or offensive behavior. We ask that all participants engage each other with respect, and generally, kindness.

ArtPrize may consider such behavior to include, and not be limited to, any form of written, verbal or physical abuse, threats of abuse, illegal or disruptive activity, the use of derogatory or discriminatory language including gestures, actions, harassment, racism, sexism, or any other targeted comments. This includes any activity which may violate any local, state or federal laws or cause harm to participants, whether before, during, or after the event.

These are expectations for all parties involved in the ArtPrize event. If found that any participant – venues, artists, staff or otherwise – violates the expectations outlined here, then ArtPrize may take action to remedy the situation, seek resolution and accountability, remove parties from ArtPrize and, if warranted, revoke any privileges to participate in ArtPrize.

### 14. GENERAL

Artist agrees to be bound by these rules and the decisions of ArtPrize, which are final and binding in all matters related to ArtPrize.

By participating in ArtPrize, artist agrees that ArtPrize and its respective affiliates, agents, directors, officers and employees have no liability whatsoever for any injuries, losses or damages of any kind relating to or arising from ArtPrize or resulting from participation in ArtPrize.

The obligations of each collaborative artist are joint and several. ArtPrize is not responsible for typographical or other errors in the offer or administration of the event, including but not limited to errors on its website, in the advertising, Rules, selection and announcement of the winner and distribution of the prizes.

ArtPrize reserves the right to terminate or amend the event, including but not limited to any voting or prize rules, in whole or in part, at any time without notice, if any factor interferes with its conduct as contemplated by these rules. In case of dispute, an entry will be declared made by the authorized account holder of the email address submitted at the time of entry.

"Authorized account holder" is defined as the natural person who is assigned to an email address by an Internet Access Provider, online service provider, or other organization (e.g., business, educational institute, etc.) that is responsible for assigning email addresses for the domain associated with the submitted email address.

All federal, state, and local laws and regulations apply. ArtPrize and this Agreement will be construed and evaluated according to Michigan law. ArtPrize's decisions and the decisions of the ArtPrize Steering Committee are final in all matters relating to ArtPrize and the subject matter of these rules. View the ArtPrize privacy policy for more information. ArtPrize may have any additions/changes/amendments to these Rules posted to the ArtPrize website ([www.artprize.org](http://www.artprize.org)) by the close of business on September 1, 2025. Artist hereby agrees to comply with any additions, changes, or amendments made by ArtPrize to these Rules as posted to the ArtPrize website.

# STEP-BY-STEP INSTRUCTIONS

THE FOLLOWING IS A GUIDE ON HOW TO REGISTER AS AN ARTIST, CONNECT WITH A VENUE, AND EXHIBIT DURING THE ARTPRIZE EVENT.

## STEP 1: REGISTER AS AN ARTIST

### Follow these steps to register as an artist:

1. Sign up for an account on the ArtPrize Dashboard ([app.artprize.org](http://app.artprize.org)).
2. Create your artist profile and entry registration.
3. Pay the \$65 (solo) or \$130 (collaborative) registration fee.

### A few notes about creating your artist profile:

- Your artist profile is your face both to venues and the public. Filling out your artist profile in completion will help venues and visitors to connect with you as an artist.
- When creating your entry profile, there are two descriptions listed. Your 'artwork statement' is there to allow the viewer to connect with your artwork. The 'installation needs' and 'message to venue' sections are for you to add details of what is needed to ensure proper installation, and to communicate any additional needs up front.
- The more information regarding your artwork and desired exhibition space that you can provide to venues the better. If your entry requires specific environments, more information about what you need in an exhibition space will help those venues that are able to accommodate your artwork find you during the Connections process.
- The more information and photos you provide, the better chance you will have of establishing great connections with venues and the public during the event.
- After registration is complete, you'll still be able to edit your artist profile and entry details.

## STEP 2: CONNECTIONS

The next step is matchmaking with an ArtPrize venue to exhibit your entry. Shortly after artist registration opens, you'll be able to begin browsing registered venues. Then, during the connections period, you may request connections with venues and venues will request connections with you. Once the connections period ends, you will be unable to secure a venue unless otherwise approved, in writing, by ArtPrize. If you are unable to complete a connection with a venue, then you will no longer be eligible to exhibit in the ArtPrize event. If this occurs, ArtPrize does allow for the registration fee to roll over to the following year.

## WHAT TO EXPECT NEXT

Now that you are registered as an ArtPrize artist, you will need an ArtPrize venue to exhibit your artwork!

*Note: It is not intended that ArtPrize be involved in assigning artists to venues. Instead, artists are expected to make and review requests from venues that can accommodate your artwork. This process of selecting a venue is managed through the connections tool on your [app.artprize.org](http://app.artprize.org) account and involves four steps.*

### STEP-BY-STEP CONNECTIONS GUIDE

- 1. Begin Requesting Venues.** As a registered artist, you will be able to begin browsing [app.artprize.org](http://app.artprize.org) for available venues to find ones that align with the needs of your entry. As soon as the Connections period opens, you can request to connect with venues if you think their space would be a good fit. Venues are also able to send you requests if they think your entry would be a good fit for their space. You will be able to view your requests to venues in the 'In Progress' section of your Connections dashboard, as well as requests from venues to host your artwork.
- 2. Confirm Interest.** Review incoming or sent connection requests. If you find that a venue has agreed on mutual interest, accept their request. This does not finalize a connection, but will give you and the venue the opportunity to have a conversation. This will move that venue to 'Pending' status and that venue will see your profile move to their 'Pending' tab in the connections dashboard, notifying them of your shared interest in hosting your entry at their location. Similarly, you'll see a venue profile under your 'Pending' tab in the dashboard if a venue you've requested to connect with confirms interest.
- 3. Discuss Details.** When both you and a venue confirm mutual interest in working together, either party may send an email to begin the discussion regarding the details of exhibiting at their venues. Emails for both parties will become available under the 'Pending' tab. Both the artist or venue can initiate the initial communication. During which make sure you agree on specifics (where the artwork will be installed, when it will arrive, who installs it, etc.).

## STEP 3: SIGN HOSTING AGREEMENT

**Confirm Agreement.** As the final step, the venue will draft a Hosting Agreement and provide it to the artist to sign and return. Both you and the venue must confirm within your connections dashboard that you have signed the Hosting Agreement. Once both parties have confirmed, then connection is complete and you have found your ArtPrize venue. *For more information on the completion of a Hosting Agreement, please see the section on the next page.*

### A few things to keep in mind:

- If you are also registered for ArtPrize as a venue, you may exhibit your work at your venue, provided you use the standard connections process.
- If you complete a connection with a venue and then later you and the venue both agree to terminate this connection during the connections period, please email the Exhibitions Team at [exhibitions@artprize.org](mailto:exhibitions@artprize.org) and explain the situation. The Exhibitions Team will assist in disconnecting you from said venue.

## HOSTING AGREEMENT

The Hosting Agreement is a contract between you and a venue that details all the specifics of your working relationship. Venues need to provide each artist with a Hosting Agreement during Step 3 or 'Discuss Details' of the connections process. It must be signed by both parties before your connection can be completed in the dashboard to ensure that both parties are on the same page about what to expect during the event.

### **Every Hosting Agreement should include:**

- A description of the artwork to be exhibited.
- Specific requirements for the artwork (like lighting, installation, electricity, etc.)
- How much space the artwork will take up in the venue.
- Specific description of the agreed location within the venue.
- Any additional open hours for the venue beyond the required minimum.
- When the artist can start the installation, and or if the venue handles the installation.
- Arrangements for shipping, installation, and removal if the artist will not be attending the event.
- Who pays for shipping (if necessary).
- Who pays for promotional materials (if any).
- Who is responsible for insurance and security during the event.
- How sales are handled, i.e. through the venue, through the artist, or ArtPrize's official sales partner.
- Who is responsible for artwork removal and how and when it will be removed.
- Any other criteria specific to the exhibition of the entry at the venue.

These are the types of details that could be easily missed or miscommunicated without a Hosting Agreement in place and cause unnecessary strain between an artist and venue leading up to or during the ArtPrize event.

Artists and venues are expected to negotiate the terms until both parties are comfortable with the details.

## STEP 4: PLAN

At this time you have now registered as an artist, connected with a venue, and now you need to plan for the event! Some of the topics listed below are relevant to consider as you plan for the event.

### PREPARING TO EXHIBIT

How to best use your space and how to best hang/display artwork.

#### Lighting is key!

- It helps to position the artwork near either a natural light source or close to adjustable track lighting.
- If the venue hosting your entry has track lighting, request to adjust their positioning so that the shadows from the artwork on the wall are symmetrical. This helps reduce glare on shiny surfaces and helps guarantee the art is evenly lit.
- If your work is going to be placed in a window space, we recommend working with the venue to see if there is a way to ensure that it is visible and is minimally affected by window glare.

#### Tips for Hanging Artwork

- When hanging artwork, try to follow the eye-level suggested height. Artwork is best viewed at eye level and on average, this means the center of the work is 57-60" from the ground. Please keep in mind that 57" is an average measurement for a viewer who is standing. A lower height, in some instances, may be more inclusive for some ArtPrize visitors.
- The formula for hanging work: Divide the height of the frame by two; from that number, subtract the distance from the top of the frame to the hanging hardware; add this number to 57, 58, 59, or 60. The final sum is the height (measured from the floor), and where the hangers should be put into the wall.

#### The Importance of Accessibility

If you have not, please review how your entry might be made more accessible for a variety of different visitors and their potential needs. How artwork is placed and exhibited should reflect consideration for those who require accommodations.

#### Artist Labels

ArtPrize prints one official entry label for each artwork entered in ArtPrize. Labels contain the title, medium, voting number, and QR code to vote as well as the artist's name, city, and country.

Voting labels are distributed to venues during their A-frame pickup. Either the venue or artist must place them next to the artwork before voting begins. This responsibility should be decided with the artist in advance.

Please note that ArtPrize does not print artist statements. However, an artist statement template available prior to the event. This will be a blank template that an artist will need to complete and print to place by their entry.

## STEP 4: PLAN CONT.

### BROKERING SALES

When artists fill out their artwork profile, they're given the option of listing their artwork for sale through ArtPrize's official sale partner, [AllArtWorks](#). artists may choose to list their entry as for sale independently of ArtPrize's sales partner.

While ArtPrize is not involved in the sales process, venues may choose to broker sales and take an art commission if an entry is sold from their exhibition. However, we recommend that venues only do this if they are actively assisting artists in making sales. Any sales arrangements must be clearly stated in the [Hosting Agreement](#) and be agreed upon by both the venue and artist.

#### **Additional Info:**

- Be cautious. ArtPrize does not accept responsibility for the actions of potential buyers.
- When artists offer a work for sale, ArtPrize may ask for a price or estimated valuation during artist registration. If an artist chooses to sell their entry, they will have the option to add a link to their entry profile to direct sale inquiries.
- It's up to the artist and venue to decide how to communicate prices to potential buyers.
- All sales during the event are considered pending until the end of the event. Artwork should remain displayed and should not be removed from the venue during ArtPrize.

### INSURANCE

ArtPrize recommends to insure your artwork for the event. This can ensure that if there is damage from any process of participating in the event, that your work is insured. In some cases insurance is required by the City of Grand Rapids (see the 'CITY CODES' section on the next page). In the Hosting Agreement that ArtPrize provides, we leave it up to the venue and artist to decide how insurance is covered.

Email [exhibitions@artprize.org](mailto:exhibitions@artprize.org) for insurance recommendations.

## CITY CODES

### Inspections & Fire Code

ArtPrize is a public event, so there is the possibility that City inspectors will visit the venue where your work is exhibited. They may wish to talk to you, or your venue manager about your entry if they have concerns or questions about your compliance with City regulations.

Grand Rapids has many resources designated to ensure all participants in ArtPrize experience a safe and enjoyable event. In some cases, a permit may be needed to host special events during ArtPrize. See the [City of Grand Rapids website](#) for information about hosting or operating a special event in conjunction with ArtPrize.

### Art in Public Spaces

Works of art that will become permanent fixtures of the Grand Rapids landscape, such as murals and sculpture, or any installation that might potentially obstruct a walkway or other public space, may require review and approval by the City of Grand Rapids' Arts Advisory Board. If you wish to create such artwork and connect with a venue that can accommodate your entry, email [exhibitions@artprize.org](mailto:exhibitions@artprize.org), and our Exhibitions Team will work with the venue, artist, and the City to obtain the necessary approvals.

For more information on murals from the City please view [this document](#).

### DO I NEED A PERMIT?

An important component of preparing for your exhibit is determining whether or not your entry will require City approvals and a permit. Murals, entries in the public space, or any entry that might potentially obstruct a walkway or other public space, become a part of the Grand Rapids landscape and may require review and approval by the City of Grand Rapids' Arts Advisory Board and a permit.

Here is the [Standard Operating Procedure](#) for approvals and permitting per the City of Grand Rapids Office of Special Events. Please review the Standard Operating Procedure if your entry is in a public space.

### The Arts Advisory Committee

The ArtPrize Exhibitions Team presents entries to the The Arts Advisory Committee (AAC). Email [exhibitions@artprize.org](mailto:exhibitions@artprize.org) for further information and to be included on their presentation roster. ArtPrize will present to the AAC after the end of Connections.

The Exhibitions Team will need the following information to present to the AAC:

1. Hosting Agreement
2. Details of entry (weight, dimensions, electrical, sound, image or mockup)
3. Site Map
4. Install and De-install Details (equipment to be used, any potential road closures, any needs for traffic control)
5. Safety Plan (safety weighting, anchors, barricades, signage)

### Permitting

Once you have determined if your entry will need a permit, or if your artwork has been approved by the Arts Advisory Committee, please apply for a permit: [City of Grand Rapids Official ArtPrize Temporary Permit](#).

Additional information can be found in the [City Commission Policy for Public Art and Memorials](#).

Please email [exhibitions@artprize.org](mailto:exhibitions@artprize.org) with further questions regarding approvals and permitting for public artwork.

**EVENTS**

If you're planning receptions or other events at your venue leading up to or during ArtPrize, you can add them to the Events Calendar form that ArtPrize will provide access to after the connections period. ArtPrize will provide further information regarding adding events to our calendar as we near the event.

If you are planning an event on public property, please review the [Office of Special Events Guide](#) for planning an event on public property.

**ENTRY ICON & BRAND GUIDELINES**

When promoting your entry, you are not permitted to use the ArtPrize logo – ArtPrize reserves that logo exclusively for events, materials, and locations produced by ArtPrize. Instead, we provide an entry Icon that artists can use on promotional materials.

Two rules govern the usage of the entry Icon:

1. You may not alter the Icon. The Icon must appear as it is, without any changes to its color, shape, etc.
2. You may not use the entry Icon for commercial purposes. Anything you create using the Icon cannot be sold. (For example, you can make promotional t-shirts that use the entry Icon, but you cannot sell them.)

**Icon Downloads**

You will be able to find this information in the artist FAQ section of your artist dashboard when available. The icons are to be used only by an official artist of ArtPrize. Use of these icons acknowledges delivery and understanding of the ArtPrize Trademark and Styleguide and represents your acceptance of the terms and conditions contained within.

## STEP 5: EXHIBIT

This is the moment you have been waiting for – time for you to install and for the event to begin!

At this point, you should be arriving in Grand Rapids, and or making your way to your venue to begin installation. Now is the time that our beautiful City begins to transform and for the next couple weeks host one of the largest art competitions in the world.

Take a moment to breathe and thank yourself for all the hard work you, your collaborators, supporters, and venue have put into making this event happen. The ArtPrize team is incredibly thankful for your participation and efforts, and we look forward to an exceptional event.

ArtPrize will host an artist lounge where registered artists can check-in, get information, receive complimentary swag bag, enjoy networking opportunities, and find some refreshments during the event.

Please check back closer to the event at [artprize.org/artist-info](http://artprize.org/artist-info) for more details about these artist resources.

## KEY POINTS OF CONTACT FOR ARTISTS:

**If you have any questions, or concerns, or need assistance during the event, please reach out to the following individuals:**

For general inquiries and technical assistance/direction:

**General Support**  
[support@artprize.org](mailto:support@artprize.org)  
616.699.5379

For artist specific queries and questions regarding exhibition, connections and the overall ArtPrize process:

**Exhibitions Coordinator**  
[exhibitions@artprize.org](mailto:exhibitions@artprize.org)

