

Community Collections from North of Normal

SUBMISSION FORM

Instructions: Send completed form and up to 3 digital images to Mark Ryan, Director of Collections and Operations, at mryan@plainsart.org by August 9, 2015. Large files can be sent through a file hosting service.

CONTACT INFORMATION

Name:

Email Address:

Phone Number:

Mailing Address:

DEADLINES & DATES

Submissions Deadline: August 9, 2015

Notification of Acceptance: September 14, 2015

Drop-off dates: October 12 – 16, 2015

Exhibition Dates: October 23, 2015 – February 6, 2016

Pick-up dates: February 15 – 19, 2016

COLLECTION SPECIFICATIONS & RESTRICTIONS

- Collections of the following objects will not be accepted: clothing, bedding, personal care items, chemicals, weapons, and large appliances
- Maximum size for display of collection: two-dimensional collection (6 ft H x 6 ft W), three-dimensional collection (6 ft H x 6 ft W x 3 ft D)
- If collection is housed in a structure, the Museum will review on a case-to-case basis whether to include the structure or find another means of display
- Collectors must be able to drop-off and pick-up their collections at the Museum

COLLECTION INFORMATION

Please answer the following questions (750 characters max each answer):

What type of objects do you collect?

Did you start the collection or did someone else? If someone else, please explain how you became involved.

Why did you start collecting these objects?

Are you still adding to your collection or is it complete?

Do you have any rules or guidelines for your collection?

Is there anything else you want us to know about your collection?

Dimensions for display of collection (in inches): H W D

COLLECTOR'S INFORMATION

Tell us about you! Where are you from, school/education, job, hobbies, family/pets, etc.?

Collector's Biography (750 characters max):

DIGITAL IMAGES

Please submit up to 3 high resolution digital images of your collection. Selections will be made based on the submitted digital images and information provided on this form. (High resolution JPEG image, minimum 300 dpi, 1 MB, the Museum will not provide photography).

INSURANCE

Plains Art Museum will insure objects on its premises during the exhibition period (collectors are responsible for insuring their items during transit to and from the Museum).

Please list the value of your collection (for insurance purposes): \$

RELEASE STATEMENT

By signing the "Submission Form" electronic signature, you understand that failure to fully complete the form and adhere to its policies will result in termination of submission. You are aware there is no guarantee your collection will be selected; submission does not guarantee selection and Plains Art Museum reserves the right to not select submissions based on staff recommendations. If your collection is selected, you grant Plains Art Museum permission to display your collection in the exhibition (Starion Financial Gallery, October 23, 2015 – February 6, 2016), to publish the information provided on this form in Museum literature and on its website, and to utilize the collection and submitted imagery for any/all educational and promotional purposes.

Electronic Signature:

Date:

QUESTIONS?

Please contact Megan Snyder at 701.551.6120 or msnyder@plainsart.org with questions.