

UNION SETTLEMENT PRESENTS  
*THE 25th ANNUAL ETHNIC festival*  
**EAST SIDE STORY**

## 2017 All-Media Art Exhibit



### Share Your East Side Story

Be a part of the celebrations marking the 25th Anniversary of the Ethnic Festival! Union Settlement will host *East Side Story: An Art Exhibit*, featuring works of art that present a visual narrative of East Harlem's growth and progress and the unique role Union Settlement has played in its history for 122 years. The Exhibit will be held at 237 East 104th Street and run from May 18-20, 2017. Artists of all ages and backgrounds are invited to submit their interpretation of the theme. Submissions in any media and in any style are welcome.

**Deadline for Submissions: April 14, 2017**

1

#### SUBMIT ENTRY FORM

Pick up Guidelines and Entry Forms from 237 E104th Street or download them below

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#### SUBMIT IMAGES

Submit high-quality photos of your artwork or email JPGs or video links to [ArtExhibit2017@unionsettlement.org](mailto:ArtExhibit2017@unionsettlement.org)

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#### DELIVER YOUR WORK

You will be contacted to arrange delivery of your ready-to-install original artwork



Paintings  
Prints  
Photographs  
Drawings  
Etchings  
Wood Cuts



Sculptures in  
Ceramics  
Glass  
Wood  
Paper



Short Films  
Animation  
Live Action  
Stop Motion  
Video Art

**UNION**  
SETTLEMENT

## Submission and Exhibition Guidelines

### ELIGIBILITY

The Exhibit is open to artists of all ages and backgrounds. Professionals as well as students are encouraged to enter. Submissions must portray an aspect of the history of East Harlem and/or the unique role Union Settlement has played in the community for 122 years. All submissions complying with Exhibition Guidelines are eligible for exhibition.

### MEDIA

Submissions in any media and in any style of traditional and non-traditional visual arts are welcome.

### ENTRY FEE

There is NO FEE to participate.

### REVIEW OF SUBMISSIONS

Submissions will be reviewed for compliance with the Exhibition Guidelines and appropriate content by Laura Johnson, Associate Executive Director and chair of the Ethnic Festival Committee, and two (2) other Committee members of her choosing. All decisions made by the Committee are final.

### HOW MANY WORKS SHOULD I SUBMIT?

Participants are only required to submit one work, but may submit up to three (3) pieces. The work must have been made within the last five (5) years.

### SUBMITTING ENTRY IMAGES

All participants are required to submit a completed and signed Entry Form and Participation Agreement (see *below*). Only one Entry Form is required for multiple pieces.

For initial consideration, the Ethnic Festival Committee will accept *only* photos of canvases and sculptures, and e-mail links to videos.

Photos of the artwork may be submitted in printed form by delivery or mail to the following address:

Union Settlement Ethnic Festival  
ART EXHIBIT  
237 East 104th Street  
New York, NY 10029

Submissions may be made in digital form by e-mail attachment to [ArtExhibit2017@unionsettlement.org](mailto:ArtExhibit2017@unionsettlement.org) with a completed Entry Form and signed Participation Agreement. The e-mail SUBJECT line should be **AE2017 LastName, FirstName**. Entry image files should be in high-quality JPG format *only*, in full color. Images should be no smaller than 1000 pixels in any direction and should not exceed 3MB in size. Please do not submit links to JPG files (e.g., Google Docs or otherwise).

Images must be oriented properly (i.e., the top of the artwork is the top of the image) and should not include text or borders that are not part of the actual work.

All videos or interactive work should be submitted as a link to a viewable online copy, using either YouTube or Vimeo platforms, *and* a single representative JPG image compliant with the above rules. The work should be viewable online in its **full length**. Links should *not* require a login, password or membership to view. Links to video submissions must remain valid and active through the Exhibit period.

Union Settlement will retain submitted images of artwork and reserves the right to use the images in publications and promotional materials related, but not limited, to the Ethnic Festival and the Exhibit.

### AGREEMENT TO PARTICIPATE

Submitting the Entry Form indicates that you agree with the conditions of entry and exhibit as outlined in these Guidelines, and that you agree to make your work available and will ship/deliver it at your expense to the Exhibit venue (237 East 104th Street, New York, NY 10029) should it be selected for exhibition.

### DELIVERY AND RETURN OF WORK

Artists whose work is accepted for exhibition will be notified by email between April 15 and May 1. Artists must deliver their original pieces to the Exhibit venue (237 East 104th Street, New York, NY 10029) no later than May 8, 2017 for inclusion in the Exhibit. Work may be hand-delivered or shipped in appropriate packaging. Packages must be clearly marked "ART EXHIBIT."

All work must arrive ready to install, complying with standards of professional presentation and craftsmanship. Paintings and other works on paper must be suitably framed. All entries to be hung must be equipped with wire, ready for hanging. Three-dimensional work must be free-standing. Works that are not gallery-ready or not exhibiting good craftsmanship may be omitted from the Exhibit. No substitution, exchange, modification or withdrawal of works is permitted after they are accepted for the Exhibition. Accepted work that differs significantly from the entry images or suffers from poor presentation will be disqualified.

Artists are responsible for all insurance and shipping costs to and from the Exhibit venue. Artists are responsible for retrieving or arranging for return shipping of their work. Works may be retrieved beginning on Monday, May 22, and no later than May 31, 2017. Works not claimed after May 31, 2017 will become the property of Union Settlement.

### DISCLAIMER

While Union Settlement will take reasonable measures to ensure the safety of the accepted submissions, it assumes no responsibility whatsoever for any loss or damage to artist's property or that of any Third Party included in artist's submission, or for any physical or other injury to any person. Neither Union Settlement nor any of its directors, officers, employees or agents shall be liable to artist for any reason, and artist agrees to indemnify, defend and hold harmless Union Settlement and its directors, officers, employees and agents from any and all claims for any loss, theft, damage or injury to any person or property for any reason whatsoever. Under no circumstances shall Union Settlement or any of its directors, officers, employees or agents be held liable for any delay or failure in performance for any reason whatsoever, including, but not limited to, acts of nature, forces, or causes beyond Union Settlement's control, governmental actions, orders of domestic courts or tribunals, or non-performance of Third Parties.

## INSURANCE

Artists are responsible for insuring their work, including against theft, vandalism, damage caused by Exhibit visitors or staff, damage caused during shipping (including mishandling by the carrier or failure of packaging to protect works in transit), and damage caused by failure of the work itself, its mounting systems installed or provided by the artist, disintegration/degradation due to the nature/quality of materials or craftsmanship, or incidental damage to works whose artist-directed presentation methods put them at risk.

## SALE OF ARTWORK

Artwork may be made available for sale directly from the artist, although works need not be for sale to be included in the Exhibit. Artist must indicate whether piece is "For Sale" or "Not For Sale (NSF)" on submitted Entry Form. Pieces may not be delivered to buyer until the close of the Exhibit. Artist agrees to indemnify, defend and hold harmless Union Settlement and its directors, officers employees and agents from any and all claims resulting from the sale of their artwork.

## CALENDAR

April 14	Deadline for receipt of Entry Images
April 15 - May 1	Notifications of Acceptance sent by email to all entrants
May 8	Artwork due at Union Settlement (237 East 104th Street)
May 18 - 20	Exhibit
May 22	Works become available for retrieval or shipping (arranged by artist)

## INQUIRIES

Please direct all inquiries to Gwen Perez, Ethnic Festival Coordinator, at (917) 243-0207 or at [gperez@unionsettlement.org](mailto:gperez@unionsettlement.org).

**Entry Form and Participation Agreement**

*Please print. All fields are required. Omitting information may result in disqualification.*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

**ENTRY #1**

Title \_\_\_\_\_

Medium \_\_\_\_\_

Size (H x W x D) \_\_\_\_\_ Inches

For Video: Runtime \_\_\_\_\_ Minutes

Viewing Link \_\_\_\_\_

☐

FOR SALE

☐

NOT FOR SALE

**ENTRY #2**

Title \_\_\_\_\_

Medium \_\_\_\_\_

Size (H x W x D) \_\_\_\_\_ Inches

For Video: Runtime \_\_\_\_\_ Minutes

Viewing Link \_\_\_\_\_

☐

FOR SALE

☐

NOT FOR SALE

### ENTRY #3

Title \_\_\_\_\_

Medium \_\_\_\_\_

Size (H x W x D) \_\_\_\_\_ Inches

*For Video:* Runtime \_\_\_\_\_ Minutes

Viewing Link \_\_\_\_\_

☐

FOR SALE

☐

NOT FOR SALE

By signing below, I agree to all the terms and conditions set forth in the Exhibit Guidelines, and acknowledge that any violation of any of these terms and conditions shall result in my disqualification from the Exhibit, without any refund or recourse of any kind.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NAME (*Print*) \_\_\_\_\_