

**ARTifact[ory]**

an artistic and historic collaboration celebrating  
Waterloo's architectural heritage  
featuring Button Factory artists

# Artist Submission Form

## ARTIST INFORMATION

name \_\_\_\_\_

address \_\_\_\_\_

phone \_\_\_\_\_

email \_\_\_\_\_

Site Selected \_\_\_\_\_

Medium \_\_\_\_\_

**ARTWORK MUST BE AVAILABLE FOR EXHIBIT AT THE  
CITY OF WATERLOO MUSEUM FROM  
14 September 2011 to 24 February 2012.**

The City of Waterloo and Waterloo Community Arts Centre are acting agents for the artists. A 30% commission will be deducted from the pre-tax sale price of each work sold during the exhibition. Taxes are the responsibility of the artist.

The City of Waterloo Museum requires all artists to complete and return the following forms on or before 29 July 2011:

- artist biography form
- artist statement form
- photograph of artist (may be emailed as a jpeg to [heritage@waterloo.ca](mailto:heritage@waterloo.ca))
- Permission for Use of Photographic Imagery of Artwork form

**Final submission of paperwork must  
be *on or before 29 July 2011***

**Final submission of artwork must be  
*on or before 26 August 2011***

- Submitted artwork must be dropped off at the City of Waterloo Museum at Conestoga Mall with the artwork form attached to the back

**Please ensure all artwork is ready to be safely displayed, properly and safely framed and securely wired. Podiums and/or display cases will be available to display work if required.**

NOTE: If special arrangements are required to display the artwork, please include detailed instructions and/or contact Jinni Hartmann at the City of Waterloo Museum 519.885.8828 ext 13.

signature \_\_\_\_\_

date \_\_\_\_\_



**City of Waterloo  
MUSEUM**  
550 King Street North  
Waterloo, ON N2J 4A8  
519.885.8828



**BUTTON FACTORY**  
25 Regina St., South,  
Waterloo, ON N2J 1R8  
519.886.4577

Opening Reception information to follow.  
Please contact City of Waterloo Museum staff at 519.885.8828  
should you have any questions regarding this package.

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## Artist Biography

300 word maximum

Name \_\_\_\_\_



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## Permission for Use of Photographic Imagery of Artwork

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

The City of Waterloo Museum will credit the artist whenever possible when imagery of their artwork is used in any form.

**I, the artist, irrevocably grant the following rights to the City of Waterloo:**

- the right to reproduce images of my artwork in any print material for educational, informational or interpretative purposes not for sale or profit;
- the right to reproduce images of my artwork in any advertisement or promotion which would promote audience awareness of the exhibition, display, interpretive panels or technical bulletins in which the images are included at City of Waterloo owned facilities or locations; and
- the right to reproduce images of my artwork in photographs, video programs or internet sites used for educational, informational or curatorial purposes and not for sale or commercial reproduction



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\_\_\_\_\_  
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## Artist Statement

300 word maximum

Please include in your statement why you selected this particular heritage home or site and any other relevant information regarding the creation and inspiration of this particular artwork.

Name \_\_\_\_\_



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# Artwork Submission Form

**PLEASE ATTACH THIS FORM TO THE BACK OF YOUR  
ARTWORK**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

## ADDRESS OR LOCATION OF HERITAGE SITE

\_\_\_\_\_

TITLE \_\_\_\_\_

MEDIUM \_\_\_\_\_

DIMENSIONS \_\_\_\_\_

RETAIL PRICE \_\_\_\_\_

(Note: Taxes are the responsibility of the artist)



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\_\_\_\_\_  
signature

\_\_\_\_\_  
date