



City of Madison Department of Planning and
Community and Economic Development
Planning Division
215 Martin Luther King, Jr. Blvd., Suite 017
P.O. Box 2985, Madison WI 53701-2985
Phone: (608) 261-9134
Fax: (608) 266-6377
www.cityofmadison.com/mac

Madison Municipal Building (MMB) Exhibition Guidelines

1. The Madison Arts Commission determines exhibitions in the Madison Municipal Building (MMB) through either competitive open calls or invited guest curators.
2. Artwork must be either two-dimensional, ready to hang, framed works of art, or three-dimensional works of art that can be safely and securely displayed in a public space.
3. The MMB Exhibition Program is a service to the Madison arts community and the general public. There are no application or space rental fees to exhibit at MMB.
4. City of Madison Arts staff will, upon request, indicate in the displayed labels or on the artist statement that anyone wishing to purchase work can contact the artist directly. The artist is responsible for providing appropriate contact information to be used for this purpose. Prices may not be displayed.
5. If requested, the artist's work can be insured by the City's standard risk policy. The artist will be required to complete a form which includes: title, description, appraised market value, and dimensions, to the City of Madison Arts staff prior to the installation of the exhibit. The risk policy carries a \$500 deductible for loss or damage, which will be the artist's responsibility.
6. The Madison Arts Commission reserves the right to decline, schedule, or cancel any exhibit, at any time.
7. The artist, or their selected representative, is responsible for installing and de-installing their artwork, under supervision of the City of Madison Arts staff. No tools or hardware will be provided. City of Madison Arts staff will be present and may be able to provide minor installation or removal assistance, but may also be assisting other artists. **Please bring all tools, hardware, and assistance you may need to install and de-install your own work.**
8. The artist agrees to complete a loan agreement along with any possible financial forms, and supply titles, materials, dimensions, and dates for each piece, and an artist statement, to the City of Madison Arts staff prior to the exhibition installation.
9. Exhibitions are scheduled for one (1) year, and dates are noted in the letter of agreement. The artwork will remain installed for the duration of the exhibition. If a work sells or is needed prior to the end of the exhibition, the artist may negotiate with the City of Madison Arts staff to replace the work with an appropriate piece.