



# CALL FOR ARTISTS

Broomfield Veterans Memorial Museum  
12 Garden Center, Broomfield, CO 80020

The Broomfield Veterans Memorial Museum (BVMM) is now accepting applications for art exhibitions. The BVMM is a non-profit organization committed to preserving the memories of America's military history and strengthening bonds to the community by facilitating the stories of veterans as supported by displays and artifacts for the benefit and education of generations to come. The BVMM is a two-story building with both permanent and rotating exhibits focused on military history and telling the stories of individual veterans with a Broomfield or Colorado connection.

Each year the BVMM presents 4 exhibits. The museum reserves one wall (25 ft. in length) on the main level for the hanging of 2-dimensional works of art. Artists wishing to have their artwork considered for exhibition must submit the following to the Museum Curator by the deadline indicated on the museum's website:

- Short (1 paragraph) Artist Statement about the work being submitted.
- Short letter of intent describing interest in showing work at the BVMM.
- Short Biography including military status and description of service, if applicable.
- Resume including name, contact information, and list of past exhibitions, awards or publications if applicable.
- Digital, hi-resolution images (300 dpi jpegs) representing submitted artwork. Please label files to correspond to the application form.

**Due to the museum's layout, only wall hanging artwork will be accepted. This may include but is not limited to: paintings, photography, written works, digital art, or textiles.**

The BVMM Exhibitions Committee will consider all submissions, and notification of acceptance will be provided via e-mail. Submission packets will not be returned. Only complete proposals that adhere to the submission guidelines will be considered. Please note that the BVMM's gallery space is limited and, if accepted, not all works submitted will necessarily be exhibited.

## Exhibition Guidelines:

- The accepted artist will participate in the public opening reception held at the Broomfield Veterans Memorial Museum. Opening receptions are held from 6-8 p.m. on the first Saturday of the month during the first month of the exhibitions' run. The accepted artist is expected to give a short presentation discussing his/her artwork, art practice, and military service (if applicable).
- In addition to participating in the public opening reception, the artist will give an additional presentation during the run of their exhibition, also to be held at the Broomfield Veterans Memorial Museum.
- All artwork **MUST** have a military tie: this means that artwork must either have a military theme, OR the artist must be a veteran or active military.
- The BVMM will promote the sale of exhibited artwork, but all sales must be handled by the artist and buyer. The BVMM does not require a commission, but suggests a donation to the museum of a portion of the sale of displayed artwork made during the run of the exhibition.
- Artwork will be on display for a duration of three months. All artwork (including artwork sold while on exhibit) must remain on display for the duration of the exhibition.

## Submission Guidelines:

- Artists shall apply to exhibit original artwork only (see Guidelines for Original Artwork below).
- Preferred artwork for review and possible display will have been completed within the past three (3) years. **Only artwork presented in the application will be eligible for exhibition.**
- Artists must be Colorado residents and at least eighteen (18) years old.
- City and County of Broomfield employees and BVMM volunteers are not eligible to apply.
- Submissions are accepted via mail to the Broomfield Veterans Memorial Museum, Attn: Museum Curator, 12 Garden Center, Broomfield, CO 80020 OR through the digital dropbox on the BVMM website. **Faxed or emailed applications will not be accepted.**

- All applicants are encouraged to visit the BVMM before applying.
- The BVMM does not provide insurance coverage for artworks on exhibit. The museum will take reasonable caution in the installation, deinstallation, and exhibition of works of art, but will not be held responsible in the case of damage or theft. Artists choosing to display their work at the museum understand that: the museum has regular open hours on Thursdays from 10 a.m. to 2 p.m. and Saturdays from 9 a.m. to 3 p.m. as well as is open for certain special occasions; the museum is run by volunteers and although the museum is open to the public only two days per week, numerous individuals have access to the museum including volunteers, contract employees, city of Broomfield employees, and members of the American Legion who work at and use the museum daily; the museums' security system includes locked and alarmed exterior and interior gallery doors.
- The application materials must be received by **5 p.m. on the designated deadline**. No late or incomplete applications will be accepted. No extensions will be granted.
- In no event will the BVMM be responsible for the artist's costs or expenses attendant to exhibiting art and/or submitting any proposal or responding to an application.
- Acceptance into an exhibition by the BVMM constitutes an agreement by the artist to all terms set forth in this prospectus. An exclusive license and copyright permission are hereby granted to the BVMM to photograph and reproduce accepted artwork and/or application artwork and materials for promotional, educational and publicity purposes at the BVMM's sole discretion. The BVMM is not responsible for photos taken by the public.
- The BVMM reserves curatorial privilege to exclude any artwork or material that: does not meet the standards established by the exhibition agreement and/or application; is deemed inappropriate; does not meet suitable condition requirements for display and/or insurance coverage; or if the artist/lender has not met deadlines and materials required by the BVMM.
- The BVMM reserves curatorial discretion for placement, display, lighting, and all other aspects of exhibition.
- Artists are responsible for all costs associated with the creation of the artwork and preparation of artwork for exhibition (such as framing, hanging mechanisms, display holders, etc.)
- Loan Agreements will be completed before delivery. Complete inventory lists of accepted artworks (with title, media and sale value) as well as completed artist statements are due to the museum at least 2 weeks prior to the exhibition start date.
- Delivery and pick up dates shall be designated by the BVMM, and will be included on the loan agreement.
- Artists are responsible for shipping or delivery travel costs to the BVMM. Artists are responsible for checking with shipping company regarding insurance coverage and correct packing procedures. The BVMM will not be responsible for any damage during shipment for any reason. The BVMM will not pack and/or return ship artwork back to artists. Accepted artwork must be shipped to or hand-delivered to the Broomfield Veterans Memorial Museum, 12 Garden Center, Broomfield, CO 80020.
- All artwork must be pre-wired and ready to hang when it arrives at the museum for install.
- If artwork or display mechanisms require assembly, artist will be required to assist in the installation.

The BVMM reserves the right to reject any or all applications, reissue the application process, revise the project terms or procure any service by other means. While reasonable care will be taken, the BVMM is not responsible for loss or damage to materials included with applications.

*Inquiries: [curator@broomfieldveterans.org](mailto:curator@broomfieldveterans.org) | 303-460-6827 | Broomfield Veterans Memorial Museum, 12 Garden Center, Broomfield, CO 80020*

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### **Guidelines for Original Artwork:**

- Fine-art prints in limited editions are original works of art when the artist is active in the making of each print.
- Mass-produced prints (offset posters) are NOT original works of art.
- Limited-edition photographs (200 or fewer) are original works of art whether printed photographically or digitally.
- Digitally-created artwork printed in limited editions (200 or fewer) are original works of art.
- Digitally-printed copies of paintings and drawings are NOT original works of art.