

APPENDIX A

STONEHAM SWITCHBOX ART PROJECT

GUIDELINES

Design Guidelines

- Artwork must be original.
- Artists must avoid dark palettes in order to prevent boxes from overheating in the sun.
- Designs may be representational or abstract but must be appropriate given the location and audience.
- Utility box size may vary; selected artists must be willing to adjust designs to their particular box.
- **Applied paint must not interfere with the operation of the box's hinges, handles, vents, locks, and keyholes in addition to the legibility of any cautionary text on the box. Do not paint the electric meter.**

Process

- The Selection Committee will vote on your design and if it is chosen, you will be notified of the box location within 2-3 weeks.
- Once you sign and deliver the waiver (found in Appendix B), we will deliver the first work box containing the necessary materials to remove loose paint, stickers, gum, etc. and prep the box with a primer coat. The box will also include drop cloth(s) and orange safety cones.
- Bring your own water for cleanup.
- Return the first box to receive the second work box of outdoor latex paints, brushes, drop cloths, tape, safety cones and sealer. You may want to sketch your design in pen or pencil on the prime coat. Have fun!
- Please take pictures of your progress and finished product. Or if you would like one of us to take pictures, just send an email. We would be pleased to submit your best picture to the local media.
- Your last step is to waterproof your designs with 2-3 coats of sealer to protect it from the elements and help resist graffiti.
- Return the second work box with leftover supplies for reuse by the next artist.
- Pat yourself on the back!

Terms of Agreement:

- The artwork submitted by the artists is original, solely owned by the artists and reproduction will not violate the rights of any third party. Since the artistic designs leading up to and including final design and dimensions of the artwork are unique, the artists shall not make any additional, exact duplicate reproductions of the final design and dimensions of the artwork, without the written permission of the Selection Committee.
- The accepted artwork developed under this contract shall be the exclusive property of the Town of Stoneham.

- The Town of Stoneham has the right to paint over the design without notification to the artists if, in the future, the appearance deteriorates due to weather, vandalism or utility box replacement.
- The artist grants to the Town of Stoneham an irrevocable license to make reproductions of the artwork and the final designs to be used in brochures, media, publicity and catalogs or other similar publications.
- The artist will sign the release waiver (see Appendix B).