

October 10, 2005

[name]  
[address]

Re: Spectropolis

Dear [name],

On behalf of NYCwireless, The Downtown Alliance, and the Lower Manhattan Cultural Council (LMCC), we are writing to confirm your participation in Spectropolis in New York City from October 1-3, 2004. The three-day event will be held in City Hall Park. Enclosed is an up to date version of the event description.

Please note that on Friday, Saturday, and Sunday, October 1, 2, and 3, the Spectropolis exhibition is from 12pm-4pm. Artists are expected to be onsite at City Hall Park at 9am these three days for setup, and are expected to be present throughout the entire exhibition day. Around 4pm each day, we will break down the exhibition, and artists have completed their commitment once their individual projects are packed up. Additionally, we are holding a practice day, in order to test all projects, on Thursday September 30 from 10am-6pm. We will arrange a specific time-slot for you.

Artists are expected to make their own arrangements for the storage of their work over night each day of the exhibition. Limited storage space may be available on a first come, first served basis, however we request that you only ask for equipment storage if absolutely necessary.

There will be a party on Saturday night, October 2, at the Brooklyn Museum, from 6pm-11pm. All artists are invited to attend. The party, thrown in conjunction with the Museum, is free and open to all.

**If you agree with the following terms, please sign a copy and return to LMCC:**

You agree to participate as an artist exhibitor for Spectropolis on Friday, Saturday, and Sunday, October 1, 2, and 3 from 12pm to 4pm. You agree to present your artwork at the event, and be present for the entire exhibition time.

You agree to review your art project with the Spectropolis Curatorial Staff and Technical Staff during review sessions, and to work out with the Staff the details of your project, taking into consideration recommendations by the Staff to ensure that the exhibition's goals are met and that your project will not unnecessarily interfere with other Artist's projects.

You agree to attend the trial setup session on Thursday, September 30, and to demo your project during this time to ensure the proper operation of the exhibition.

You agree to participate in a panel discussion entitled *Mobile Media, Art and the City—A Closer Look* on Monday, October 4, 7pm at the Schimmel Center for the Arts, Pace University. We can offer you an honorarium of \$100 for your participation. This panel will focus on the questions presented in the Spectropolis RFP. Artists will have 20 minutes to present their current work and the larger themes of their practice, as it relates to Spectropolis. Participants include Julian Bleecker, Sawad Brooks and Phillip R. Tiongson, Jonah Brucker-Cohen and Katherine Moriwaki, and Trebor Scholz. Another letter outlining the focus of the panel and technology requirements will follow.

**If you haven't already done so, please forward the following information to Jessica Sucher's attention so we can start event package preparations:**

Via email August 9<sup>th</sup> to Jessica Sucher at xxxx@xxxx.net:

- Your most up to date bio of no more than two paragraphs
- An abstract of your project. Please use language that is accessible and compelling.
- Please submit images for both print and web. Print images should be scanned at 300dpi. Also include similar images for the web at 72dpi as well as supporting images including diagrams and/or illustrations.

If you have any questions regarding travel or accommodation arrangements, please call Dana Spiegel at xxx.xxx.xxxx. If you have any other questions, please feel free to call Jessica at xxx.xxx.xxxx. We look forward to seeing you in New York City!

Wayne Ashley  
Curator, Spectropolis  
Curator of New Media, LMCC

Brooke Singer  
Curator, Spectropolis  
Artist

Yury Gitman  
Curator, Spectropolis  
Artist

Dana Spiegel  
Producer, Spectropolis  
Director, NYCwireless

**Your Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_