

Blanche Ames Gallery

Unitarian Universalist Congregation of Frederick

4880 Elmer Derr Road, Frederick, MD 21703

301-473-7680 - gallery@frederickuu.org - www.frederickuu.org

PROPOSAL TO EXHIBIT ARTWORK

Your name _____

Telephone _____ Email _____

Address _____

If this is a group exhibit, what is group name? _____

If you will exhibit with one other artist, who is it? _____

(We request separate proposal from each individual.)

Type of artwork to be shown:

paintings _____ watercolors _____ digital art _____ collage _____
photos _____ textiles _____ other (describe) _____

How many works do you propose to exhibit? _____

Preferred* exhibit months _____ or _____, year _____

*Dates to be negotiated with the gallery.

What else to include:

- Tell us where more of your work can be seen (website or gallery locations.) Please submit several images of your work in digital _____ or print _____ form.
- Also please submit a brief biography and list prior exhibition experience, if any.

Please send this page, work samples and bio to the Blanche Ames Gallery, Attn: Gallery Manager, at the address shown above,

FYI - More about Blanche Ames Gallery:

The Blanche Ames Gallery is a not-for-profit volunteer service of the Unitarian Universalist Congregation of Frederick (UUCF). Our purpose is to provide selected artists the opportunity to exhibit their work in a beautiful setting to the mutual benefit of the artist, the congregation and the general public.

The Gallery hosts ten exhibits per year, with two being reserved for congregational members, friends and our youth. Typically, art by invited artists is on display for four weeks. We occasionally have group shows; in odd numbered years, we hold a regional juried all-media show.

Blanche Ames Gallery art shows typically include twenty-five artworks or more, up to fifty pieces, depending on the size of the framed pieces. We have approximately 100' of wall space for art, but cannot exhibit free-standing works. You are invited to see the space any time the church building is open. You can also visit the gallery web page at http://www.frederickuu.org/arts/blanche_ames_gallery

After you submit a proposal and the accompanying materials, the Visual Arts Committee of UUCF, which coordinates Gallery activities, will review it. If we have questions, we will call you or send an email.

After VAC approval, you will be notified by the Gallery Manager who will then forward a contract for your signature, specifying dates and terms. (See the next few pages for a sample contract.)

For further information or questions, contact Meg Menke, Gallery Manager, galleries@frederickuu.org, or by phone, 301-407-2224.

You may also call the UUCF Office Administrator at 301-473-7680 (Wednesday through Friday) to ask for contact information for other members of the Visual Arts Committee.

The next two pages show a sample Exhibit Agreement. This agreement is completed only after the UUCF Visual Arts Committee reviews and accepts your proposal.

BLANCHE AMES GALLERY ART EXHIBIT AGREEMENT *(Sample)*

Exhibitor's Name:

Telephone:

Email:

Address:

Exhibition dates from:

through:

Date to send artist's statement & jpeg files:

Date/time of installation:

Show opening date:

Reception date/time:

Removal date/time:

DATES: Your artwork will hang on the dates shown above. The Gallery Manager will coordinate the dates and times for installation, reception and removal with the UUCF Office Administrator who oversees the church activities calendar.

PUBLICITY: By date shown above, (six weeks in advance of the show), you will provide a short (about 100 words) biography and an artist's statement with four sample pictures (jpeg files, 640 x 480 pixels, 300 dpi resolution) of your work. Send to audrey2661@comcast.net for publication and display on the UUCF/ Gallery website. Images must be works in the show.

Blanche Ames Gallery/UUCF will announce and publicize your show via Sunday service, UUCF website, our Facebook page, email announcements, the monthly UUCF Unison newsletter and local newspapers. We strongly encourage you to promote your show and reception via social media, email, cards, and so forth.

PREPARATION FOR SHOW: Your works must arrive ready for installing, framed and wired for display, on the date shown above. We will not accept saw-tooth hangers on frames. The Gallery provides hanging hardware. (No nails or adhesive materials will be used, nor will we remove existing bulletin boards or other materials on the walls.)

In addition, please bring on delivery date a listing all artwork in the show by title, medium and price, and a wall card for each piece with same info. We will print the listing sheet for distribution during the exhibit. Blanche Ames Gallery and UUCF reserve the right to reject artwork that it deems inappropriate for the exhibit.

OUR ASSISTANCE TO YOU: Representatives of the Blanche Ames Gallery and/ or UUCF Visual Arts Committee (VAC) will be present at the installation of your artwork and at your reception to assist with host duties, sales and other matters as needed. The Gallery will maintain a guest book and provide a copy of the names and addresses at the end of the exhibit. The Gallery carries an insurance rider that insures your work while in the Gallery against damage for up to the listed selling price of each work.

RECEPTION: An Artist's Reception is held the first Sunday of your show, shortly after the Sunday morning service, usually from about 12:30 until 2:00 p.m. We invite all artists to hold an "artist's talk" with visitors at the beginning of the reception, with food to follow. These talks typically last for 20 minutes.

NOTE: (The specific date and time may be negotiable, depending on other scheduled activities within the building.)

You will provide food and beverages; VAC members will help with setup and clean up. We will send you "tips for a successful reception" prior to the opening date. You may sell unframed artwork during the reception. You may also request an added private reception at another time during your show.

REMOVAL OF ART: You will be responsible for the dismantling of the exhibit on the agreed upon removal day. Hanging artwork will not be removed during the show, even if sold, except by express permission of the Blanche Ames Gallery Manager.

FINANCIAL MATTERS: Checks and credit card payments for artwork sold during your show are made payable to UUCF in the full amount of the price of the artwork and forwarded, together with a copy of a completed purchase agreement (form available in the gallery) to the UUCF office. Sales tax is not collected.

You will be paid your share of sales immediately after the show closes. UUCF will deduct a 30% commission and forward a check for 70% of total sales amount to you.

Prior to check writing, you must provide UUCF's Treasurer with a completed IRS form W9 which relieves UUCF of responsibility for withholding 28% income tax on the proceeds of your sales.

_____ I agree to the above conditions. _____ I agree that the Gallery may use images of my work in publicizing my show.

Artist's signature _____ date _____

Signature, Blanche Ames Gallery Manager:

_____ date _____
Blanche Ames Gallery, 4880 Elmer Derr Rd, Frederick, MD 21703