

Blanche Ames Gallery

Unitarian Universalist Congregation of Frederick

4880 Elmer Derr Road, Frederick, MD 21703

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

PROPOSAL TO EXHIBIT ARTWORK

Artist's name _____

Telephone _____ Email _____

Address _____

Type of artwork to be shown:

paintings ___ photos ___ textiles ___ other (describe) _____

List medium/materials used and approximate sizes.

How many works do you propose to exhibit? _____

Proposed* exhibit dates from _____ to _____

*Dates to be negotiated with the gallery.

What else to include:

Please submit pictures of your work in digital _____ or print _____ form and tell us where more of your work can be seen (website or gallery locations.)

Also please submit a brief bio 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.

The following pages are for your information:

The Blanche Ames Gallery is a not-for-profit volunteer service of the Unitarian Universalist Congregation of Frederick (UUCF) whose 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. We do occasionally have group shows. Typically, each show is exhibited for one month.

Blanche Ames Gallery shows typically include twenty-five artworks or more, up to fifty pieces, depending on the size of the framed pieces. 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 the review, you will be notified by mail with a letter from the Gallery Manager. If your proposal is approved, the letter will specify dates and will include a copy of the signed Exhibit Agreement.

For further information or questions, contact Meg Menke, Gallery Manager, meg@menkescientific.com, 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 _____

Your artwork will hang on the dates stipulated 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.

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

Blanche Ames Gallery and UUCF reserve the right to reject artwork that it deems inappropriate for the exhibit.

A representative 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.

An Artist's Reception is held on a Sunday early afternoon, usually shortly after the Sunday morning service, about 12:30 until 2:30. The specific date and time may be negotiable, depending on other scheduled activities within the building. The Artist provides food and beverages; the VAC members will help with setup and clean up.

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.

At least 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 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. In addition, please provide a digital file listing all artwork in the show by title and price. After the installation, we will number the listings and print the sheet for distribution during the exhibit.

Blanche Ames Gallery/UUCF will announce and publicize your show via Sunday service, website and email announcements, the monthly UUCF Unison newsletter and local newspapers. The Gallery will maintain a guest book and provide a copy of the names and addresses at the end of the exhibit. We encourage you to publicize your show and reception via email, cards, posters and so forth.

Checks for artwork sold during your show will be 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 (available in the gallery) to the UUCF office. Sales tax is not collected.

You, the artist, will provide the UUCF Treasurer with a completed IRS form W9 which relieves UUCF of responsibility for withholding 28% income tax on the proceeds of your sales. UUCF will deduct a 25% commission from the sales total and, on completion of the show, forward a check for 75% of the total sales amount to you.

I agree to the above conditions:

Artist's signature _____
date _____

Signature, Blanche Ames Gallery Manager:

_____ date _____

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