

Call for ENTRIES

Deadlines for submitting materials

September 8, 2017
December 8, 2017

Email application materials to
Art.Staff@ColumbiaAssociation.org
or mail application materials to
Exhibition Review Committee
Columbia Art Center
6100 Foreland Garth
Columbia, MD 21045
410-730-0075



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2017/2018 Gallery Season EXHIBITION APPLICATION

Columbia Art Center
6100 Foreland Garth
Columbia, MD 21045
410-730-0075

Exhibition Opportunities and Galleries

Columbia Art Center (CAC) accepts proposals from individual artists, curators, small groups and arts organizations. Artists working in all media and styles, including installation, are encouraged to apply.

Columbia Art Center features two exhibition spaces, which can be used jointly for a large exhibition or separately for smaller shows, in addition to the new Studio 1 Gallery space.

We suggest that you visit the galleries before submitting a proposal so that you can specify the gallery space or spaces best suited to your work. CAC reserves the right to select which gallery it deems most appropriate for the proposed exhibition.

Exhibit proposals will be reviewed by the Gallery Committee three times per year: February, June and October. Applicants will be notified within one month of the review. If you would like to be on our notification list for open admission calls to art shows, please fill out appropriate line on entry form.

General Exhibition Policy

Work must be received ready for installation with proper hanging devices and instructions where necessary. All works must be wired for hanging (no teeth or screw hangers). Special installation needs, specific equipment and/or display items are the responsibility of the exhibiting artist. The gallery has medium-sized white pedestals for 3-D works. Columbia Art Center reserves the right of final review of exhibited works and installation.

Delivery and prompt pickup of all work is the responsibility of the artist. All work must remain in the gallery for the duration of the show. CAC is not responsible for work not picked up by specified deadline.

Sales

Columbia Art Center will retain a 40 percent commission on all sales. Work will be sold at the price submitted by the artist before the show. An additional 6 percent sales tax will be charged on all sales. Work not for sale should be marked "NFS". An insurance value must be included for all entries.

Insurance

Works are insured against physical damage or loss by Columbia Association from receipt through designated pick-up date and time. There is a \$10,000 deductible per incident. CAC is not responsible for damage to unframed, improperly framed or unstable work.

Gallery Hours

Galleries are open during regular operating hours: Mon-Thu, 9:30am-9pm; Fri, 9:30am-5pm; Sat, 9am-5pm; Sun, 11am-5pm. The galleries are closed for major federal holidays.

Promotion

CAC provides postcards for each opening reception, sending out approximately 400 to our mailing lists and providing artists additional postcards for their own mailings. Press releases for exhibits are sent to local and regional media. CAC hosts an opening reception which is open to the public and includes non-alcoholic beverages and light appetizers.

Gallery Application Form

Please type or print legibly. Fill out form completely and include with application materials specified below. \$25 application fee required. Make check payable to Columbia Art Center or call 410-730-0075 with credit card payment.

Name of Individual/Group _____

Check box indicating gallery preference – Main Gallery Window Gallery Studio One Gallery

Contact Name _____

Address _____

Phone _____

E-mail _____

Check box indicating how you provided your \$25 application fee. Check Credit card payment

Application Materials

1. Ten to twenty images representative of the work to be included in the exhibition. CDs must be identified with the artist's name and title on disk. Digital or website images will be accepted.
2. Image list with artist name, title, medium (be specific about mixed media), year completed and dimensions for each piece.
3. Resume listing education, exhibitions, awards, publications, etc. and artist statement.
4. A self-addressed, stamped envelope for return of materials. If no envelope is included, materials will not be returned.
5. Printed materials of previous exhibitions (reviews, publications, other supportive visual information), if available.
6. Written proposal including a brief description and theme of the exhibit, the amount of gallery space requested, and which gallery is preferred.

For Individual Artists

Describe your artistic goals and recent work that exemplifies them.

For Curators

Describe your curatorial experience and organizational skills. Provide a brief description of the proposed exhibit.

For Organizations

Provide your mission statement and describe your programs and services that meet that statement. Include a brief description of the proposed exhibit and state how it furthers your mission and goals.