

## Exhibition Opportunities and Galleries

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

Columbia Art Center features three exhibition spaces: the Main Gallery, Window Gallery, and Studio 1 Gallery. The Main and Window galleries can be used jointly for a large exhibition or separately for smaller shows. The Studio 1 Gallery is a classroom/rental space that showcases emerging artists and some community shows. All exhibition applications must submit to a jury or selection process.

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

Each application must include a non-refundable \$25 application fee. Exhibition proposals will be reviewed by the Gallery Committee on an ongoing basis. Applicants will be notified within three months of application submission. If you would like to be on our notification list for open admission calls to art shows, please fill out the appropriate line on the 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(s). All works must remain in the gallery for the duration of the show unless otherwise specified. Columbia Art Center is not responsible for work not picked up by the specific 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 pickup date and time. There is a \$10,000 deductible per incident. Columbia Art Center 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-8pm; Fri, 9:30am-5pm; Sat, 9am-5pm; Sun, 11am-5pm. The galleries are closed for major federal holidays.

## Promotion

Columbia Art Center provides a designed postcard for each show and will send online pdf and jpeg versions to artists for distribution. Artists may purchase hard-copy postcards from Columbia Art Center at a nominal printing fee. We will email a pdf to our list of artists, organizations and press contacts. Columbia Art Center hosts an opening reception, which is open to the public. We will supply paper products, non-alcoholic beverages and light appetizers. Additional food items and wine (if desired) can be supplemented by the artist or group.

## 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 \_\_\_\_\_

Indicate gallery preference —  Main Gallery  Window Gallery  Studio One Gallery  Main and Window Galleries

I would like to be contacted with information on entering open admission art shows.

Yes, please let me know of group shows I may enter.  No, please do not contact me.

Contact name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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

## Application Materials

1. Ten to 20 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. Résumé 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.

# For more **INFO!**

**For more information on Columbia Art Center  
exhibition opportunities and galleries  
or to apply online, please submit  
application materials to**

**Art.Staff@ColumbiaAssociation.org**

**or mail application materials to**

Exhibition Review Committee

Columbia Art Center/6100 Foreland Garth/Columbia, MD 21045

*Website: ColumbiaArtCenter.org*

*Email: Art.Staff@ColumbiaAssociation.org*

*Phone: 410-730-0075*



# Call for **ENTRIES**

Columbia Art Center/Where Art Inspires

Long Reach Village Center

6100 Foreland Garth/Columbia, MD 21045

Email: Art.Staff@ColumbiaAssociation.org

410-730-0075