



## Application for Exhibition

Artists of Rubber City (AoRC) operates **the BOX**, a non-profit gallery, as part of our mission to promote local artists and the ownership of their work. We are committed to offering exhibition opportunities to emerging and established artists whose work exhibits high artistic qualities.

In pursuit of those goals, we invite you to submit an application for exhibition. Please read the application carefully and be sure you understand our exhibition policies. It is especially important to understand that the operation of **the BOX** is a participatory venture between the artists and the gallery. This means that we expect you to take an active part in the presentation, promotion, and hosting of your show. The details of your participation follow.

### Exhibition Policies

1. **Eligibility** the BOX gallery is open to all artists whether or not they are members of Artists of Rubber City.
2. **Quality** Artists seeking to show their work in the BOX must submit a proposal to the Selection Committee, detailing the quality and scope of work to be shown along with a conceptual description of the proposed show, if appropriate. Work submitted with the application must be representative in quality and nature of the work to be exhibited. AoRC reserves the right to remove any work that is felt to be unacceptable. Work deemed inappropriate may be removed at the discretion of the Committee.
3. **Previously Shown Work** Gallery visitors expect to see new work when they visit, so except for retrospective shows, work previously shown in the BOX cannot be shown again in the BOX. Work shown previously in the first floor Summit Artspace Gallery is eligible to be shown in **the BOX**, though it is not recommended.
4. **Installation** Artists are expected to transport their work to the gallery and are encouraged to assist with the installation and deinstallation of their shows. Installation design and other decisions are overseen by the Gallery Director.
5. **Inventory** Each exhibiting artist shall provide an accurate inventory of work on exhibit, using the gallery's standardized form. This list shall be provided no later than the date of delivery of work to the gallery.
6. **Sales** Artists of Rubber City will handle sales of art included in the show. Applicable sales tax will be added to the sales price. A 50% deposit is required to purchase a work of art with the balance due upon pickup following the show. Artists of Rubber City will retain a 30% sales commission on work sold during the show. Artwork need not be for sale, in which case

it will be marked NFS. These sales and any negotiations on pricing with a buyer are to be made through AoRC.

7. **Removal of Work** All work must remain in the gallery for the duration of the show. This means through the closing of the gallery on the last scheduled day of a show. Artwork sold during the show may be picked up by the purchaser at the end of the last full day of the show. Unless other arrangements are made, artwork not picked up within ten (10) days following the last day of the show will become the property of Artists of Rubber City and will be disposed of at their discretion.
8. **Artist's Presence** For visitors, the gallery experience is greatly enhanced by the opportunity to talk with the artists themselves. Therefore, artists are expected to be present for the entire opening reception. They are also strongly encouraged to be present for any Artwalk or Sunday Sampler events that fall during their shows.
9. **Gallery Sitting** Artists are responsible for sitting or providing approved gallery sitters for at least half of the hours their show will be open. AoRC will work with the artists if this requirement poses an extreme hardship. While sitting, artists or their representatives shall conduct themselves in a professional manner. They shall greet gallery visitors, introduce themselves as the artist (if they are), and offer to answer questions. They shall be responsible for recording attendance figures and processing sales according to instructions provided. They may also be required to close the gallery at the end of their shift by following the provided instructions. Emergency contact information will be provided for use as needed.
10. **Receptions** Two reception options are available. Artists can provide their own refreshments and use the gallery's tables and basic serving pieces at no charge. If this option is chosen, the gallery will provide a person to assist with setup and serving. Artist will be expected to assist with cleanup after the reception. For the second option, the gallery will provide the refreshments and host the reception for a charge. A price list of refreshment choices is available for this option. Receptions for shows curated by AoRC are provided at no cost to the participating artists.
11. **Alcohol** Alcohol is not permitted to be served or brought to receptions.
12. **Publicity** AoRC will provide basic show publicity via our web site, emails, and press releases. Postcards and other promotions are the responsibility of the artists. Photos of artwork in the show may be used for publicity purposes both in print and online.  

You will need to provide digital images of your work in case the newspaper decides to review your show. They should be at least 180 dpi and at least 10" on the longest side. The photos should be of the work only, cropped to eliminate surroundings. Framed work should be photographed without glass. You should provide the photos when your show is installed via email or Dropbox link to the Gallery Director.
13. **Hours of Operation** the BOX is open from 12-5 pm on Fridays and Saturdays. On the first Saturday of each month it is open from 12-9 pm for the Artwalks. Artists may not enter the gallery at any other time nor may they use the gallery for any purpose other than the exhibition of their artwork without permission of the Gallery Director.
14. **Liability** Although Summit Artspace has a security system in place, artists are encouraged to insure their own artwork as no insurance coverage is provided by either Summit Artspace or Artists of Rubber City. While all artwork will be handled with the utmost care, neither Artists of Rubber City nor Summit Artspace may be held liable for damage to or loss

of the artist's work. This waiver of responsibility extends to volunteers and persons affiliated with Artists of Rubber City, Summit Artspace, the Akron Area Arts Alliance, and Summit County.

## SUBMITTING A PROPOSAL

You may submit a proposal for an individual or a group show. Curators may submit a curatorial idea with image samples and artists may apply to be included in a curated show. You also have the option of proposing a show for either or both of our two exhibition spaces: the **Small BOX** (150 square feet) or the **Big BOX** (520 square feet). The gallery committee will do its best to accommodate your preferences but cannot guarantee them.

### INCLUDE THE FOLLOWING MATERIALS WITH YOUR SUBMISSION:

- This completed application form (make a copy for your records)
- Samples of your artwork (see below)
- A list of your recent exhibitions
- An artist statement concerning your work and/or your proposal
- A list of any special needs, such as electricity, for your show
- Anything else we should know about you, your work, and the proposed exhibition
- A self-addressed envelope with sufficient postage if you would like your submission materials returned

### ARTWORK FOR REVIEW MAY BE SUBMITTED IN ANY OF THE FOLLOWING FORMATS:

- Digital files on a CD or DVD disc. Images must be viewable on Mac and PC. Label disc and case with your name and contact information.
- Photos or inkjet images
- Digital images via Dropbox or Google Drive (Sent to [artists.of.rubber.city@gmail.com](mailto:artists.of.rubber.city@gmail.com))
- A data sheet that includes title, media, and dimensions should accompany all submitted images.

**DO NOT SEND OR DELIVER ORIGINAL ARTWORK** without prior approval.

Applications for exhibitions are accepted by mail or in person at the gallery throughout the year. Applications are reviewed periodically with the goal of scheduling an entire calendar year at a time. Artists are selected based on the quality of their work and our exhibition needs.

Materials can be delivered to **the BOX** when it is open, or mailed to:

Artists of Rubber City  
Gallery Review Committee  
140 East Market Street  
Akron, OH 44308

**\*Be sure to complete and sign the last page of this form.\***

I am submitting an application for exhibition as follows.

**Individual Artist Proposal**

Big BOX       Small BOX       Wish to be curated into show

**Group Proposal**

Big BOX       Small BOX       Both

**Curatorial Proposal**

Big BOX       Small BOX       Both

Include the basic submission materials along with this completed application.

In addition to the basic submission materials, submit the following for a group proposal:

- A one-page description of the exhibition concept with proposed title
- The names of all participating artists
- Four to six images of each participating artist's proposed work
- A brief artist bio and statement from each artist concerning her or his work and how it will relate to the proposed exhibition
- A list of any special needs such as electricity, etc.

## AGREEMENT

I have read the above stated gallery policies, I understand them, and my signature signifies that I accept them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ E-mail \_\_\_\_\_

Proposed Exhibition Title: \_\_\_\_\_

**DATES DURING THE COMING CALENDAR YEAR WHEN I WILL NOT BE ABLE TO SHOW MY WORK IN the BOX:**

Exhibition Dates Assigned by Gallery Committee: