



# Application for Exhibition



Artists of Rubber City (AoRC) operates The Box Gallery, a small non-profit art gallery, as part of our mission to promote local artists and the ownership of their work. We prioritize member artists whose work exhibits high artistic qualities.

Please read this application carefully and be sure you understand our exhibition policies. It is especially important to understand that the operation of The Box Gallery 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** - Any member of AoRC is eligible to apply for a solo show in The Box Gallery.
- 2. Quality** - Artists seeking to show their work in The Box Gallery must submit a proposal to the Gallery 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 The Box Gallery (either the 'big' or 'small') cannot be shown again in The Box Gallery. Work shown previously in the first floor Summit Artspace Gallery is eligible to be shown in The Box Gallery, though it is not recommended.
- 4. Installation** - Artists are expected to transport their work to the gallery and are responsible for the installation and deinstallation of their shows. Installation design and other decisions are overseen by a gallery coordinator appointed by the Artists of Rubber City Board of Directors.
- 5. Inventory** - Each exhibiting artist shall provide an accurate inventory of work on exhibit. 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.
- 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.

8. 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.
9. **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 Artwalks.
10. **Gallery Sitting** – gallery sitters will be scheduled by the gallery coordinator for opening nights and art walks.
11. **Receptions** – Summit Artspace, which manages the former Box gallery will provide reception food and beverage.
12. **Publicity** - AoRC will provide basic show publicity via our web site, emails, press releases, social media (Facebook and Instagram). Artists are expected to “share” the Facebook Event and invite friends/colleagues. Postcards and other promotions are the responsibility of the artists. Photos taken of artwork in the show may be used for publicity purposes both in print and online.

Artist will need to provide digital images of your work in case the newspaper decides to review your show. They should be at least 300 PPI 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 (AORCBox@gmail.com) or Dropbox link to the designated gallery coordinator.
13. **Hours of Operation** - The Box Gallery 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 Artwalk. On the third Thursday of each month, it is open from 12-7 pm . 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 Coordinator.
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.
15. 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 a solo show. The Box Gallery is approximately 110 square feet.

### **INCLUDE THE FOLLOWING MATERIALS WITH YOUR SUBMISSION:**

- This completed application form (make a copy for your records)
- Samples of your artwork
- 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 flash drive. No DVD's. Images must be viewable on Mac and PC. Label files with your name and contact information.
- Photos or inkjet images
- Digital images via Dropbox or Google Drive (Sent to AORCBox@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 for 2020 are being accepted by mail, email (AORCBox@gmail.com) or in person at the gallery November 1 through December 1, 2019. Artists are selected based on the quality of their work and our exhibition needs.

Materials can be delivered to The Box Gallery through December 1, when it is open, or mailed to:

Artists of Rubber City  
Gallery Review Committee  
140 East Market Street, 3<sup>rd</sup> Floor  
Akron, OH 44308

**AGREEMENT**

I am submitting an application for exhibition as follows. Included are the basic submission materials (listed above) along with this completed application.

I have read the above stated gallery policies, I understand them, and my signature signifies that I accept them. If invited to exhibit in The Box Gallery this document serves as the contract between artist and gallery.

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

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

Address \_\_\_\_\_

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

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

DATES DURING THE COMING CALENDAR YEAR THAT I WILL **NOT** BE ABLE TO SHOW MY WORK IN THE

BOX GALLERY: \_\_\_\_\_

For AoRC use:

Exhibition Dates Assigned by Gallery Committee: \_\_\_\_\_

2020 Exhibition Schedule:

January 10-February 8
February 21 - March 28
April 10 - May 9
May 22 -June 27
July 10- August 15
August 28 - September 26

