



Gallery Clarendon

art experience

Prospectus

Featured Artist solo opportunity

Gallery Clarendon announces **featured artist solo show opportunities for 2d artists from the Greater Washington, DC area**. Our gallery at 2800 Clarendon Blvd in Arlington VA is in the heart of Clarendon's thriving shopping and restaurant district. We are searching for talented professional artists with a cohesive body of work to exhibit for one month on our solo walls on the second floor of Gallery Clarendon.

Benefits of Featured Artist solo opportunity at Gallery Clarendon:

- Approximately 150 square feet of exhibition space
- Excellent location in high-traffic shopping district
- Reception on night of artist's choice promoted in local publications and to our extensive patron list
- Full time gallery staff to handle all sales, process payments, assist in exhibit installation, and help coordinate exhibit receptions

Applying for a Featured Artist solo opportunity at Gallery Clarendon

Artists are invited to submit work with a common theme, style and medium.

- Completed **Application form (apply online)**
- Images of 5-7 works in JPG format (no larger than 1MB each).
- List describing the title, medium and size of each work submitted.
- Short statement of the work, one or two paragraphs in length. Consider discussing technique and materials used, and/or themes addressed

Selection of Work for Exhibit

1. Exhibition facilities are offered by invitation of the Gallery Clarendon Exhibition Committee. Gallery Directors serve as Exhibit Coordinators and primary contact persons. The Executive Director reserves final approval of any recommendations of the Committee.
2. The Exhibition Committee shall decide on the suitability of any art, its framing or support structure, and any visual or written material that might accompany an exhibit. The committee will consider a wide range of artistic expression in deciding on potential exhibitors.
3. Specifically, the Exhibition Committee seeks to satisfy the following objectives in selecting and developing exhibitions:
 - Present a variety of works by local artists in the visual arts;
 - Help local artists increase their public exposure;



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- Promote art activities throughout the county
- 4. Residence in Arlington is not required but may be considered in the selection process. **All works of art must be offered for sale by Gallery Clarendon. No NFS or pre-sold works may be hung.**
- 5. Gallery Clarendon promotes freedom of expression without restriction on content or form. However, in deciding the suitability of any work, the Committee is mindful that Gallery Clarendon is a public space, open to all segments of the community and all age groups. The views expressed in the works exhibited at Gallery Clarendon are those of the artist and are not necessarily those of Gallery Clarendon and its staff.

Exhibition Policies

1. All works of art must be offered for sale, with prices established by the Artist. Price list must be submitted to the GALLERY CLARENDON within two weeks of hanging date. Once price list has been submitted, no works on list may be sold except through GALLERY CLARENDON, and no works may be removed from show unless sold by GALLERY CLARENDON. Works in show must be removed by Artist from all online sales sites. GALLERY CLARENDON is responsible for conducting the sale of any work directly with the purchaser and will add appropriate state sales tax for each work sold. The Artist should NOT include sales tax when pricing their works.
2. Artist is permitted to offer notecards/greeting cards of their work for sale (these notecards may have reproductions of Artists work) and/or shrinkwraps of Artist's work. 30% commission will be taken by GALLERY CLARENDON (20% for Arlington Artists Alliance members) on the sale of all cards and shrinkwraps. Artist is required to provide professional-looking shrinkwrap bin.
3. **Artist will pay a \$150 fee for a one-month Featured Artist solo show. Payment must be made within 2 weeks of notification of acceptance by Gallery. This payment is non-refundable in the event Artist cancels show.**
4. **GALLERY CLARENDON will take a 30% commission for non-Arlington Artists Alliance members and 20% for current Arlington Artists Alliance members, for each work sold.**
5. Artist will be paid for any work sold, by check mailed to artist (non-Gallery member) or direct deposit into Artist's bank account (current Arlington Artists Alliance member), within 30 days of close of show.
6. Artist is required to host one reception in honor of their exhibition. This reception may be held on the date of the artist's choice. If reception is held on the 2nd Friday of the month, the night of the gallery's regular monthly reception, Artist will **not** be responsible for paying for and providing reception refreshments and beverages. If Artist wishes to hold reception on another night, Artist will be responsible for paying for and providing food and beverage.
7. Postcards must be provided for show; artist will work with gallery staff on design and must use gallery template for back of postcard. If Artist is holding reception on the 2nd Friday of the month, the night of the gallery's regular monthly reception, Artist will **not** be responsible for paying for postcards. If Artist is holding reception on a night other than 2nd Friday, Artist must



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pay for and provide GALLERY CLARENDON with a minimum of 300 cards for GALLERY CLARENDON to distribute.

8. GALLERY CLARENDON may invite the Artist to participate in a discussion of his or her work. GALLERY CLARENDON will promote the exhibition in many local publications as well as via email to our extensive patrons list and on social media. **Artists are encouraged to promote their exhibit through their own social media, emails and postcards.**
9. Photography, including altered digital photography and photo collages, must be based on photographer's own photos and not on any copyrighted work.
10. GALLERY CLARENDON reserves the right to refuse any art that is not framed in a professional manner or mounted and stabilized for pedestal display. Gallery-wrapped canvases are acceptable, but must either be framed or have finished edges (edges should be painted). All frames, armatures and mounting arrangements must be securely constructed. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. **The use of clips or spring clips to frame work is NOT permitted. Artist will be provided with detailed framing standards upon acceptance.**
11. Artist must adhere to GALLERY CLARENDON policy as to number of works hung in order to achieve a professional look. Artist agrees that GALLERY CLARENDON Directors reserve the right to limit number of pieces displayed and move works in show if necessary to achieve a professional look.
12. Although Artist is not required to hang exact works submitted for jurying, show must reflect style and theme of works submitted for jurying, and Artist may not include pieces unrelated to majority of pieces in show.
13. The Artist must insure their own work and displays work at their own risk; GALLERY CLARENDON will not be held responsible for theft or damage to works while they are in the gallery.
14. Permission to photograph and reproduce any work accepted in the exhibition and to use any jpegs provided by Artist for publicity purposes including but not limited to social media and newspaper and magazine publication is considered granted unless otherwise stated in writing.
15. GALLERY CLARENDON will provide labels for each work on display. The Artist must submit an inventory of works to be exhibited which must include the following for each piece: title, media, and price.

Please note that the following policies contain important deadlines:

16. ***Within two weeks of being notified*** that a submission was accepted for exhibition and contract received, Artist must coordinate with Directors on month of show, sign, date and return contract and remit fee (payment to be made on Gallery Clarendon website.)



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17. **At least two months prior to installation**, Artists must submit a draft of their promotional materials including a list of all works to be shown, with media, and retail selling price. The listing must include the Artist's name and telephone number. Artists are also requested to include a brief biography and Artist's statement.
18. **At least one month prior to installation**, Artists must deliver a minimum of 300 promotional postcards to gallery
19. Artist **MUST** adhere to hanging and pickup dates designated by GALLERY CLARENDON and agreed to in this contract. GALLERY CLARENDON will hang show if Artist prefers, but work must be dropped off by date specified.

Artists are responsible for delivering works to be exhibited to the Gallery. **Art work accepted for exhibition may not be shipped to Gallery, nor will it be returned by mail.**

Questions? Contact the Exhibit Coordinator via email at art@galleryclarendon.org or phone 571-312-7813.