
Call *for* Entries

Deadlines for Submitting Materials

October 1, 2011
February 1, 2012
June 1, 2012

Mail Application Materials To:

Exhibition Review Committee
Columbia Art Center
6100 Foreland Garth
Columbia, MD 21045
art.staff@columbiaassociation.com
410-730-0075

Call *for* Entries

COLUMBIA ART CENTER

6100 Foreland Garth
Long Reach Village
Columbia, MD 21045
410 730-0075

2011-2012 Gallery Season

Exhibition Application

General Exhibition Policy

The 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. The Columbia Art Center features two exhibition spaces, which can be used jointly for a large exhibition or separately for smaller shows. We suggest that you visit the galleries before submitting a proposal so that you can specify the gallery space(s) that may be best suited to your work.

Exhibit proposals will be reviewed by the Gallery Committee on a twice yearly basis. The committee will meet September and February, and applicants will be notified within one month of the review.

Work must be received ready for installation with proper hanging devices and instructions where necessary. The gallery provides basic hanging materials and medium-sized white pedestals. Special installation needs, specific equipment and/or display items are the responsibility of the exhibiting artist. Artists are responsible for hanging shows. The Columbia Art Center reserves the right of final review of exhibited works and installation.

Delivery and prompt pick-up of all work is the responsibility of the artist(s). All work must remain in the gallery for the duration of the show.

Sales

The Columbia Art Center will retain a 30% commission on all sales. Work will be sold at the price submitted by the artist before the show. An additional 6% 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 \$1000 deductible per incident. The Columbia Art Center will not be responsible for any damage to unframed, improperly framed or unstable work.

Gallery Hours

Galleries are open during regular operating hours: Monday—Thursday, 9:30am—9:00pm; Friday—Saturday, 9:00am—5:00pm; Sunday, 12:00pm—5:00pm. The galleries are closed for major federal holidays.

Gallery Application Form

PLEASE TYPE OR PRINT LEGIBLY. FILL OUT FORM COMPLETELY AND INCLUDE WITH APPLICATION MATERIALS SPECIFIED BELOW.

Name of Individual/Group: _____

Contact Name: _____

Address: _____

Phone: _____

E-mail: _____

Application Materials

PLEASE INCLUDE THE FOLLOWING MATERIALS WITH YOUR APPLICATION:

1. Ten to twenty images representative of the work to be included in the exhibition. Art must be identified with the artist's name and title on CD disk. Only digital CDs will be accepted.
2. Image list with artist name(s), title, medium (be specific about mixed media), year completed and dimensions for each piece.
3. Resume(s) which lists 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 of the exhibit and the amount of gallery space requested.

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
