



Call for Artists / Gallery Show

The Arts Center of Saint Peter invites artists of all levels to submit an application for an exhibition that may feature an individual artist or small groups of artists. The Arts Center strives to develop a gallery schedule that demonstrates diversity of media, style, and presentation.

Eligibility and selection:

The Arts Center Gallery Committee will review your application materials. Preference is given to artists who have not shown previously at the Arts Center of Saint Peter. The Gallery Committee reviews applications twice yearly, in January and July. Submit applications no later than **December 1** of the preceding exhibition year or no later than **June 1** for the July review. Shows are scheduled six months to one year in advance.

To apply, complete the following:

1. Minimum of five slides, CD, DVD, or VHS tape which provides a good representation of the work you propose to exhibit. Please make special arrangements for other forms of presentation. Label slides with artist's name, date, title, dimensions, viewing order, and orientation and provide a typed slide list with the requested information. Please cue all VHS tapes and limit video clips to 5 minutes. Label CD, DVD, and VHS tapes with artist's name. Supply written material explaining CD, DVD, or tape.
2. A typed résumé or artist profile.
3. Preliminary artist's statement.
4. A self-addressed stamped envelope of sufficient size and with sufficient postage for the return of your slides, CD, DVD, or tape. The Arts Center cannot provide return postage and is not responsible for damage or loss of submitted materials.
5. Information form. (attached)

Responsibilities

The Arts Center will:

1. Provide a professional space in which to exhibit your work.
2. Negotiate dates of show and reception.
3. Coordinate group shows.
4. Prepare and distribute press releases to local media.
5. Design, print, and distribute 20 posters to community notice boards.
6. Hang the show and provide exhibition labels.
7. The Arts Center will provide coffee, punch, cheese and crackers, grapes, wine (optional), or the equivalent at the reception.
8. Mail postcards to its membership.
9. Facilitate purchases from the show and pay artist's commission on a timely basis.

The Artist will:

1. Submit a publicity packet which includes: show title, biography, artist's statement, and photo of the artist and/or work to be shown, at least four months prior to the show.
2. Furnish exhibition postcards either on your own or work with the Center's designer, Eileen Holz. (300 for the Center plus the number necessary for the artist's personal mailing).
3. Provide a final list of works at least two weeks prior to the hanging of the show.
4. Label all work with the artist's name, title, and date.
5. Have all work exhibit-ready.
6. Prepare a show inventory including name of the artist, title of piece, media, owner's name (if different), insurable value, FS or NFS, price (framed and/or unframed).
7. Be given the opportunity to assist with hanging the show if the artist desires.
8. Allow all work submitted to remain on display for the duration of the show.
9. Be present at the reception and give a gallery talk if requested.
10. Be encouraged to provide wall signage and a two-dimensional or three-dimensional display for the front window of the Center.
11. Be given the opportunity to augment the light refreshments provided by the gallery committee.



Additional Information

- There is a gallery fee of \$50 (\$40 for Arts Center members) to offset the cost of refreshments, publicity, and gallery maintenance.
- The artist is encouraged to make his/her work available for sale. The Arts Center of Saint Peter's commission is 30% on works sold.
- Work that poses a potential danger to the Arts Center or its guests will not be acceptable. The Arts Center reserves the right to remove any work that poses such danger. Work that is markedly different from the work reflected in the application materials given for selection may be rejected for hanging.
- If accepted, the artist will be asked to sign a contract and publicity agreement.
- A gallery diagram and photos of the gallery are available upon request.

The Arts Center of Saint Peter welcomes and appreciates your application. Feel free to contact us with any questions you may have.

Information Form for a Gallery Show

Mail to: Gallery Committee
 Arts Center of Saint Peter
 315 South Minnesota / St. Peter, MN 56082 / website: www.artscentersp.org
gallery@artscentersp.org (Cheryl) / info@artscentersp.org (Eileen)

If you have questions call: (507) 931-3630 during Arts Center hours.
 Tuesday through Sunday: 1–5 p.m.
 Thursday: 1–8 p.m.

Name _____

Address _____

City _____ State _____ Zip _____

Daytime phone(s) (_____) _____ (_____) _____

E-mail address _____

Media _____ Number of works available _____ Average size _____

Preferred season or months _____

Possible subject or title _____

Available or interested in presenting: Gallery Talk Lecture Demonstration Class

Preference for exhibition type: Solo Collaborative Group Thematic Group

For Arts Center Use Only

Accepted. Show Dates: _____

Rejected. Reason: _____

Postponed. Reason: _____