



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 (application form, slides/ Flash Drive/ CD/ DVD, résumé, and artist's statement, etc.). Preference is given to artists who have not shown previously in our space.

To apply, complete the agreement form along with the following:

1. If sending slides, send a minimum of ten. We have the capability to view slides, CDs, or DVDs. Please make special arrangements for other forms of presentation.
2. Label slides with the following: name, date, title, dimensions, viewing order, and orientation and provide a typed slide list, with the information as requested above. Please limit video clips to 5 minutes. Label CDs and DVDs with artist's name. Supply written material explaining CD or DVD.
3. A typed résumé or artist profile.
4. An S.A.S.E. for the return of your slides or CD—the Arts Center cannot provide return postage and is not responsible for damage or loss of submitted materials.

Responsibilities

The Artist will:

1. print postcards for publicity (275 for the Center plus the number necessary for the artist's personal mailing). Postcard format information is available from the Arts Center.
2. submit a publicity packet which includes: show title, biography, artists statement, and photo of the artist and/or work to be shown, at least one month prior to the show.
3. provide a 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. be given the opportunity to assist with hanging the show if the artist desires.
6. allow all work submitted to remain on display for the duration of the show.
7. be present at the reception and give a gallery talk if requested.
8. be given the opportunity to augment the light refreshments provided by the gallery.

The Arts Center will:

1. provide a professional space in which to show.
2. negotiate dates of show and reception.
3. coordinate group shows.
4. prepare and distribute a press release to local media.
5. print and distribute posters.
6. hang the show and provide labels.
7. provide refreshments at the reception. The Arts Center will provide coffee, punch, cheese and crackers, grapes, wine (optional) or the equivalent.
8. mail postcards or combined flyer with event posters to its membership.



Artist's Agreement for a Gallery Show

1. *The artist agrees to pay a gallery fee of \$50 payable no later than the day of the hanging of the show. The gallery fee offsets the cost of refreshments, publicity and gallery maintenance.*
2. *The Arts Center of Saint Peter's commission is 30%. The artist is encouraged to make his/her work available for sale.*
3. *The Arts Center of Saint Peter will handle all sales.*
4. *Work must remain in the show until it closes.*
5. *The Arts Center will have the right to advertise the name of the artist and reproduce the art for promotional purposes.*
6. *All work must be exhibit ready (2-D work must be ready to hang) and labeled with the name of the artist, title, media and owners name (if different), FS or NFS, value (framed or unframed).*
7. *While the Arts Center will take every precaution to secure the exhibit, the artist agrees to take appropriate measures to provide their own insurance coverage.*
8. *The Arts Center must approve any advertising done by the artist.*
9. *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.*
10. *The Arts Center reserves the right to reject any work that is markedly different from the work reflected in the application slides or other media.*

Artists Signature _____

**Mail to: Arts Center of Saint Peter
Gallery Committee
315 South Minnesota
St. Peter, MN 56082**

**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

Possible subject or title _____