



Call for Artists / Gallery Show

The Arts Center of Saint Peter invites artists 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 reviews all application materials. Applications that have been received are reviewed every two months. Shows are scheduled one to two years in advance.

To apply, provide the following:

1. A minimum of five images of your work on a CD or DVD. Please make special arrangements for other forms of presentation. Label CD or DVD with artist's name and date. Supply a list accompanying the CD or DVD giving title, dimensions, viewing order of work shown. Images may also be submitted as attachments to an email.
2. A 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 CD or DVD. The Arts Center cannot provide return postage and is not responsible for damage or loss of submitted materials. CDs and/or DVDs will not be returned and will be destroyed in the failure of providing a return envelope.
5. Application form (see next page).

If your application is accepted:

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 southern Minnesota media.
5. Design, print, and distribute 10 posters to area arts centers and community notice boards.
6. Hang the show and provide exhibition labels.
7. Provide refreshments at the reception.
8. Email notice of the show to its membership and promote it on social media.
9. Facilitate purchases from the show and pay artist in a timely manner.

The Artist will:

1. Submit a publicity packet which includes: show title, biography, artist' statement, and photo of the artist and/or work to be shown, at least two months prior to the show. Provide a final list of works at least two weeks prior to the hanging of the show.
2. Label all work with the artist's name, title, and date on individual 8.5"x11" sheets affixed to the back of the work.
3. Have all work exhibit-ready with professional quality framing (picture wire preferred on framed work).
4. Prepare a show inventory including name of the artist, title or piece, media, owner's name (if different), insurable value, FS or NFS, price (framed and/or unframed).
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 committee.
9. Provide a signed and dated listing of pieces to be shown, including prices, which the Arts Center will keep in a secure off-site location for the duration of the show.

Additional information:

- 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:

Joel Moline, Gallery Committee Chair
Arts Center of Saint Peter
507-931-3630 (Arts Center), 507-931-3393 (Joel's cell)
info@artscentersp.org (Arts Center general inquiries), molinejoel@aol.com



Gallery Show Application Form

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

Name _____

Address _____

City _____ State _____ Zip _____

Daytime phone(s) H (____) _____ W (____) _____

Cell (____) _____

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: _____