

# Art Show Proposal Rules and Procedures

Mt. Airy Art Garage (MAAG) invites artists, curators, and artist groups to submit a proposal to present an art show in the Solomon Levy Gallery. Art shows typically run for a month, but they may run for as little as a week. The gallery is open Wednesday – Saturday, 12 – 6 p.m., Sunday 12 – 5 p.m.

## How to submit an art show proposal

To submit, send the **Art Show Proposal Form** and its accompanying files to [images.maag@gmail.com](mailto:images.maag@gmail.com). Proposals may also be delivered by mail or in person on a USB flash drive or in printed form to: Mt. Airy Art Garage, 7054 Germantown Avenue, Philadelphia, PA 19119. Proposals will only be considered upon receipt of ALL materials.

**The deadline is October 15, annually.** Notification of accepted proposals is sent out in early November. For more information, contact MAAG at [images.maag@gmail.com](mailto:images.maag@gmail.com) or call 267-323-2312 and leave a message.

## About the gallery

- The Solomon Levy Gallery is a 3-walled gallery with multiple outlets surrounding it. Walls are 10 feet high, with the following widths: 17 ½ feet, 17 feet, 14 ½ feet, and 10 feet. This gives the space approximately 300 square feet. The door opening is 7 1/3 feet wide. NOTE: the 10-foot wall is occupied by a large cabinet that can be used to display 3D artwork. Upon request, MAAG can place a temporary wall surrounding the cabinet.
- Art Shows in the Solomon Levy Gallery are open to the public and free of charge to attend. They are designed to give artists of all experience levels an opportunity to display their work in a professional setting, and they offer the Philadelphia community an opportunity to view the work of local artists.

## Gallery rules and regulations

- BEFORE THE SHOW OPENS:
  - MAAG will ensure that **the gallery is clean** and ready for the art show.
  - The curator/artist(s) will **have access to the gallery** from 4 MAAG business days before the opening date of the art show till 4 MAAG business days after the closing date of the art show for the purpose of hanging and hosting the art show and related events.
  - The curator/artist(s) will **hang the art show** under MAAG supervision within 2 - 4 days before the opening date of the show. They must work with MAAG regarding special installation needs.
  - The curator/artist(s) will **provide wall labels and/or a printed price list**, which will include the title, medium, and price for each piece of art in the show. In addition, they must provide a price list to MAAG's Gift Shop.
  - The curator/artist(s) may not change the color of the gallery walls, nor physically alter the floor of the gallery in a nearly permanent way.
  - Curator/artist(s) featuring sculpture or other three-dimensional art will need to provide their own pedestals. If the large cabinet is used for displaying artwork, care must be taken not to scratch the surface or otherwise damage the cabinet.
  - MAAG reserves the right to reject artwork at installation if that artwork is markedly different from that presented in the Art Show Proposal. MAAG may also remove work that it deems a hazard to the facility or its guests.

- WHILE THE SHOW IS OPEN:
  - **Artwork must remain in the gallery** for the duration of the show.
  - For art shows featuring only one artist (solo show), the artist may request that MAAG assigns a small **“Featured Artist” area** inside or just outside the gallery to sell merchandise. The location of this area is at MAAG’s discretion.
- AFTER THE SHOW CLOSES:
  - The curator/artist(s) must **remove all artwork** from the gallery no later than 2 days after the closing date of the art show.
  - The curator/artist(s) will **return the gallery to its previous state** -- fill nail holes and repair any damage to the gallery -- no later than 4 days after the closing date of the art show. All personal property, trash, and other items that were not present in the venue when the curator/artist(s) took control of it must be removed.
  - Upon the curator/artist(s)'s completion of their obligations mentioned above, **MAAG will return the security deposit minus any amounts deemed necessary** to repair damages inflicted upon the venue by the curator/artist(s) and/or associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with the curator/artist(s)'s knowledge or consent.

### **Insurance:**

Mt. Airy Art Garage has insurance on exhibited works, which covers the costs of the materials only. All work is insured only for the duration of the show. Any pieces not picked up after the art show closes are not insured. **The curator/artist(s) is responsible for insuring the exhibited works against any damage or loss by any and all persons or means, and releases MAAG from any and all claims for damage or loss to the exhibited works.**

### **Artwork criteria:**

MAAG welcomes all artists, from emerging to professional. We also strive for excellence and professionalism in presenting artwork.

- All artworks must be original and done by the curator/artist(s) and/or artists mentioned in the Art Show Proposal.
- Many art forms will be considered, including (but not limited to) drawing, painting, collage, photography, sculpture, textile, ceramic, and mixed media.
- All artworks must be professionally presented and properly finished. Two-dimensional artwork must be framed with wire hangers (unless the artwork’s design prohibits framing). Curator/artist(s) featuring sculpture or other three-dimensional artwork will need to provide their own pedestals.
- Each artwork is to be no larger than 4 feet high nor larger than 4 feet wide.

### **Sale of artwork:**

- All artworks must be for sale with a **price list** provided in MAAG’s Gift Shop.
- MAAG is responsible for processing all sales related to the art show.
- MAAG takes a **35% commission** on all sales.
- Sold artwork may be picked up after the show has closed and not before. Artwork must remain in the gallery for the duration of the art show.

## Promoting the art show:

- The curator/artist(s) **is responsible for promoting/marketing** the art show and related events. MAAG will also promote the art show and related events through its website, e-newsletter and social media resources.
- Upon the curator/artist's request, **MAAG will produce postcards** (4" x 6", qty. 200). The curator/artist(s) will provide all information MAAG requires for the postcard and provide print-quality images (JPG, 300 dpi), logos or other files related to the exhibition that may be needed. The postcard will be ready for distribution no later than four weeks before the opening of the exhibition.

## Events related to the art show:

- Events related to the art show may include opening reception, closing reception, artist talks, or other events related to the art show.
- **Prior approval by MAAG is required** for all event dates and times and how the venue is to be used. Also, any special requirements for events must be approved by MAAG.
- The curator/artist(s) is responsible for the organization, hosting, and cleanup afterwards of all events related to the art show.

## Gallery rental fee

- Up to 1 month ..... \$500, plus \$200 security deposit.
- 1 week or less..... \$250, plus \$100 security deposit.

The rental fee and deposit must be paid and the MAAG Gallery Rental Contract signed **within 30 days of the Acceptance Notification**. The security deposit will be returned to the curator/artist(s) upon completion of obligations listed above under "Gallery rules and regulations".

Payment options include:

- PayPal.
- Credit card. Visit the MAAG Gift Shop to pay.
- Check. It may be mailed or delivered in person to MAAG.

### **Cancellation Policy:**

The curator/artist(s) must notify MAAG of any cancellation. Refund depends upon date of notification to MAAG. If MAAG is notified ...

**No later than 3 months prior** to opening date, ..... the full rental fee will be returned.

**No later than 1 month prior** to opening date, ..... 20% of the rental fee will be charged.

**Less than 1 month prior** to opening date, .....the full rental fee will be charged.