

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 its gallery. Art shows typically run for a month, but they may run for as little as a week. MAAG's 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 info@mtairyartgarage.org. Proposals may also be delivered by mail or in person in printed form or on a USB flash drive 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 31, 2024. Notification of accepted proposals is sent out November 15, 2024.

For more information, contact MAAG at info@mtairyartgarage.org or call 267-323-2312 and leave a message.

About the gallery

- MAAG's Gallery 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. There are multiple outlets within the gallery.
- Art Shows in the 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 two (2) MAAG business days before the opening date of the art show till two (2) MAAG business days after the closing date of the art show for the purpose of hanging and hosting the art show and related events. MAAG business days are Wednesday – Saturday, 12:00 p.m. – 6:00 p.m., and Sunday, 12:00 p.m. - 5:00 p.m.
 - The curator/artist(s) will **hang the art show** under MAAG supervision within two (2) MAAG business 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 for 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.
 - 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 two (2) MAAG business days after the closing date of the art show.
 - The curator/artist(s) will **return the gallery to its previous state**, which includes repairing any damage to the gallery, filling nail holes, etc. no later than two (2) MAAG business 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 artwork 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, metalwork, woodwork, and mixed media.
- All artwork must be professionally presented and properly finished. Two-dimensional artwork should 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.
- If the size of any artwork is larger than 4 feet high or 4 feet wide, the curator/artist(s) must discuss with MAAG if and how the artwork will be placed in the gallery.

Sale of artwork:

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

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 social media resources.
- Upon the curator/artist's request, **MAAG will produce postcards** (4" x 6", qty. 100). 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 postcards will be ready for distribution no later than four weeks before the opening of the art show.**

Events related to the art show:

- Events related to the art show may include opening reception, closing reception, artist talks, or other type of event related to the art show.
 - Curator/artist(s) renting the gallery for 1 month will be allowed to hold up to three (3) events.
 - Curator/artist(s) renting the gallery for less than 1 month will be allowed to hold one (1) event.
- **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 by December 15 annually.**

Payment options include:

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

The security deposit will be returned to the curator/artist(s) upon completion of obligations listed under "Gallery rules and regulations". Payment of art sales and return of the security deposit are generally sent out midway through the month following the art show's closing date.

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.