



Dansville ArtWorks Solo Exhibit Submission Instructions

Dansville ArtWorks is proud to offer a new opportunity for 2D and 3D artists to exhibit at 178 Main Street. A new space has been designated for solo exhibits throughout the remainder of 2017.

Artists can rent the space for a month at a time, display and sell their art, and even host demonstrations or artist talks if interested. The following table outlines the responsibilities of the artist and of Dansville ArtWorks for this opportunity:

Artist Agrees to...	Dansville ArtWorks Agrees to...
Hang/Display and tag exhibit as per Dansville ArtWorks guidelines	Promote exhibit on website and Facebook page
Attend First Friday reception during month of exhibit	Promote exhibit in First Friday marketing during month of exhibit.
Promote exhibit to contacts via traditional marketing and/or social media	Represent the artist by selling work during normal business hours and by handling sales tax
Volunteer two shifts during month of exhibit (first shift is a training shift) unless artist chooses non-volunteer option	Waive commission fees for any solo exhibit sales
Allow Dansville ArtWorks to use photographs of artist work in promotions	Insure solo exhibit items against damage and theft for 50% of the value

Guidelines for Submission

All items must be original and the work of the artist, no kits or reproductions.

Artists must be 18 years of age or older.

All items must be family friendly. If you are not sure, then it probably is not.

Items must be ready to hang (2-D items should have wire hanging on back) or ready to display (stands, etc.). Some pedestals and shelves are available. 2D items should aim to use plexiglass instead of glass if possible. Artwork not ready to hang will be refused until ready or optionally, artist may pay \$5 per piece at delivery for Dansville ArtWorks to prepare artwork for hanging.

All items must be tagged with the name of the artist, medium, price, and title of work. Please avoid handwritten tags. If artist needs assistance in creating signage or tags, artist can pay \$25 fee to Dansville ArtWorks for printed tags, in color, on cardstock.

Entry Fee

- A deposit of \$25 is required with your submission. Once accepted and a month has been assigned, the \$150 exhibit fee is due. As the close of the exhibit, if the volunteer hours have been fulfilled, the \$25 deposit will be returned to the artist.
- Make checks or money orders payable to: Dansville ArtWorks. Debit/credit cards also are accepted. The submission process is not complete until deposit is received.
- Checks returned for insufficient funds or closed accounts will be subject to an additional collection fee of \$25.

How to submit:

- Send a copy of the submission form with signatures via email to DansvilleArtWorks@gmail.com or mail with submission fees to **Dansville ArtWorks, P.O.Box 741, Dansville, NY 14437**.
- Submission materials may also be dropped off at 178 Main St, Dansville, NY, during regular hours: Thursday: Noon – 6PM, Friday: 11AM – 6PM, Saturday: 10AM – 3PM. Submissions due no later than March 11.
- **Do not bring any artwork until the drop off dates.** Accepted artists will receive an inventory form and instructions on how to tag art for the exhibit. Artwork not delivered on the drop off date without other arrangements made in advance may not be accepted for the exhibit.
- Please email up to three (3) photos in .jpg format as examples of your exhibit; each image labeled with title and your name to: DansvilleArtWorks@gmail.com. Please keep each image under 2MB.



Dansville ArtWorks Solo Exhibit Submission Form

Artist Name: _____

Business Name (if applicable): _____

Phone: _____ Email: _____

Address: _____

Website: _____

Deposit (\$25) enclosed _____

Month preference (not guaranteed); rank order 1 – 6:

_____ May

_____ August

_____ June

_____ September

_____ July

_____ October

Artist Agreement

I understand that I will be required to drop off and pick-up unsold items at designated times. After formally received by a Dansville ArtWorks representative, between the drop off and pick-up period, my work is insured against damage and theft for 50% of the value. Otherwise, I release Dansville ArtWorks, its Board of Directors, employees, volunteers, and the building landlords from any and all liability. Dansville ArtWorks is not responsible for items delivered early or picked up late or dropped off without Dansville ArtWorks receipt. Dansville ArtWorks will hold items for five (5) days after the pick-up date; items not picked up may be disposed of if arrangements have not been made. Sales of any submitted pieces paid to Dansville ArtWorks will be paid to the Artist within 10 business days of the close of the term.

Furthermore, I agree to promote my participation in the Dansville ArtWorks exhibit to my networks which may include social media, websites, press releases, or groups in which I participate.

Artist Signature: _____ Date: _____

By signing below, I agree to allow Dansville ArtWorks to use photos of my artwork for promotion of the exhibit. I understand that I retain all rights to the images.

Artist Signature: _____ Date: _____