

## **Submission Process**

Prospective exhibiting artists should submit:

- Visual documentation of a minimum of 8 images via email to [smallworkswaverly@gmail.com](mailto:smallworkswaverly@gmail.com) . Documentation list must include your name, materials used in work, and size. Brief descriptions may be included as a part of this documentation, if necessary. Be sure that the images reflect a coherent body of work.
- Brief Statement of Proposal explaining the exhibit's theme/concept.
- Supporting materials, reviews, catalogs, resume, bio, etc. (optional)

Submissions will be reviewed and judged by the Gallery Committee, comprised of qualified jurors (artists, educators, and other art professionals). Submissions for 2019 will be reviewed through October 31, 2018 final decisions will be based on gallery schedule for the following calendar year. Selected artists will be notified by January 15, 2019.

## **Eligibility**

Open to artists working in all wall-hung media. Both established and emerging artists who have demonstrated the ability to produce a body of work with a consistent style and theme will be considered.

The work must have been completed within the last several years (unless it is a retrospective) and must not have been shown in Lackawanna County within the previous year. Artists from beyond the Northeastern Pennsylvania area may submit exhibition proposals.

Generally, artists may not be awarded a *solo* exhibit with the Waverly Small Works Gallery in consecutive seasons. Note: There is no prohibition for an exhibiting artist to participate in juried group exhibitions in consecutive seasons.

If your work was chosen by the Gallery Committee, the art that you show must be similar to that contained in your proposal. WSWG reserves the right to reject any artwork that differs significantly from the art represented in the proposal and/or portfolio.

## **WSWG's Commitment**

Installation and Teardown: WSWG will handle install and removal of all exhibitions, unless specific requirements necessitate consultation with the artist.

Artist Reception: WSWG will host a opening reception for the artist, typically on a Friday evening, 6:00 - 8:00.

Exhibition Costs: WSWG will cover the costs of the exhibitions, including promotional postcards and opening night expenses.

Promotion: WSWG will provide images and press releases to local media outlets and promote the show via our website, and social media.

Commission: WSWG retains 30% commission on all art sales, and artwork must remain in the gallery through the duration of the exhibition.

## **Artist Responsibilities**

Exhibiting artists are responsible for:

- Providing artwork titles, medium descriptions, and media promotional photos 6 weeks before opening day.
- Providing final price list for show one week before opening day.
- Crating and delivery of artwork to the WSWG for arrival at least one week before opening day. Artist is responsible for all shipping costs to and from WSWG. Additionally, WSWG does not cover shipping costs on purchased works. The artist is responsible for negotiating any such arrangements with the buyer.
- Cost of any "additional" exhibition expenses requested by the artist over and above what WSWG has committed to provide (see "Exhibition Costs" above).
- Opening attendance.

Artists wishing to sell "extras" during the show, such as prints, books or other items, must seek approval from WSWG prior to opening day and WSWG will be entitled to a commission on all such sales.

The artist is responsible for safe delivery and return of work. WSWG will do all it can to maintain the safety of the art while on exhibit, but WSWG does not assume responsibility for any damage that might occur. We do not carry insurance.

Mail Show Submissions to:

[smallworkswaverly@gmail.com](mailto:smallworkswaverly@gmail.com) with the subject line ***solo exhibition***.