



**MERCER ISLAND GALLERY**

**Indoor and Outdoor**

**APPLICATION TO EXHIBIT**



**INSTRUCTIONS**

1. Submit, by mail or in person, this “Application to Exhibit” form and a set of 6-10 photos – printed or on a CD (no more than 10), numbered and labeled corresponding to a list of your current work. The list must have the artist’s name at the top and number, title, date, medium, and dimensions of each artwork listed. Enclose a self-addressed stamped envelope for photo/CD return.

**Indoor Gallery**-if possible, include prints or CD (images) of the artwork that is potentially for this gallery exhibit.

**Outdoor Gallery**- Each artist may enter up to five (5) free standing outdoor pieces for adjudication. Photos of works for this exhibit should be from three viewpoints.

a. Include artist resume’ and a brief statement about your work.

b. The number of pieces you can commit to exhibit & price range: \_\_\_\_\_

Mail to: Mercer Island Art Gallery Attn: Eileen Hemmis Trifts  
8236 SE 24<sup>th</sup> St. 206-275-7609  
Mercer Island, WA 98040

**SELECTION PROCEDURE**

1. It is the responsibility of the Mercer Island Arts Council Gallery Committee to review and select artwork. Artists’ names are submitted to the Arts Council for its approval. Artwork will be judged on aesthetic quality, physical suitability for display at the proposed site, artist resume’, contribution to public cultural enrichment (intellectual and emotional), public safety, maintenance and vandalism concerns, and special conditions of the artist.

2. Following a review of resume’ and photos/CD by the Gallery Committee, the artist will be notified of the Arts Council’s decision and **your CD/photos will be returned if you provided a self-addressed stamped envelope**. If selected, all artwork shown in gallery should be recent works and well framed.

APPLICANT: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email: \_\_\_\_\_

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# Indoor and Outdoor

## PURPOSE AND PROCEDURES

### 1. PURPOSE

The Mercer Island Gallery is sponsored by the City of Mercer Island under the auspices of the Mercer Island Arts Council. It provides local, regional and nationally known artists and art groups an opportunity to display art work in a public setting. The gallery is to foster the appreciation of art by exhibiting works of quality and artistic expression while providing a sales outlet for artists. There will be special emphasis on exhibiting work of local and regional artists.

### 2. EXHIBITION PROCEDURES

General - Upon acceptance of artworks, the Mercer Island Arts Council will prepare an exhibit agreement with the artist. The Mercer Island Arts Council will exercise all reasonable care with slides submitted and they will be returned at the end of the selection process. Neither the Arts Council nor the City of Mercer Island will be liable for loss or damage of slides submitted. The City of Mercer Island carries an insurance policy for loss or damage to artwork in the Gallery. Press releases on the artists and the exhibition will be provided to the local media. *Please include two 4" X 6" color or black and white prints of work for exhibit for potential publicity purposes.* Exhibit announcements are provided by the Gallery.

**Indoor Gallery** - After approval to exhibit, complete, sign and return the provided inventory sheet when artwork is delivered. Artist is responsible to transport artwork to and from the Gallery at the times designated.

**Outdoor Gallery** - After approval to exhibit and prior to exhibit opening, submit a written description including medium and piece dimensions and weight. Indicate any special installation needs and vandal control of your judgement.

### 3. SALES PROCEDURE

General - If an artist sells a work after the exhibit closes to a patron who saw it in the Gallery during the exhibition, the artist is expected to submit a 10% commission to the Mercer Island Arts Council.

**Indoor Gallery** - Prices will be displayed beside it and on a sales sheet. Sale proceeds are shared on the basis of 75% to the artist and 25% to the Gallery. A potential purchaser may put a "hold" on the artwork for a period of five workdays during the exhibition. Checks will be mailed to the artist within thirty (30) days of the end of the show.

**Outdoor Gallery** - Artwork artist's name, piece name and price will be displayed beside the artwork. Sale proceeds are shared on the basis of 85% to the artist and 15% to the Gallery. Each artist will receive an award to aid in the delivery and installation of their work. A potential purchaser may put a "hold" on the artwork for a period of thirty (30) days during the exhibition. Checks will be mailed to the artist of paid purchase within thirty (30) days of processing.