

# HOLLEY GALLERY GUIDELINES

*The Maryland Federation of Art (MFA) reserves the right to refuse artwork at any time not meeting standard exhibition guidelines. Exhibition Guidelines are posted on MFA website [www.mdfedart.org](http://www.mdfedart.org). Please call Circle Gallery for submissions schedule.*

## **Application Guidelines for MFA member two-week solo exhibitions:**

***Application fee is non-refundable \$10. Exhibition fee is \$250 per two-week exhibition with an optional third week for \$50 upon request and approval.***

For preliminary review of materials by the Exhibitions Committee send application materials to Candice Bigelow at [CLBigelow@verizon.net](mailto:CLBigelow@verizon.net).

### **Application:**

*Each application must include the following:*

- **WRITTEN PROPOSAL:** Submit a listing of artistic highlights and a brief statement articulating why you desire a solo exhibition, and what type of exhibition you are planning. Be specific about what type of work you wish to show—Is the artwork 2-D or 3-D? Is there a theme or particular focus such as landscapes or still life? The gallery space is small; please consider the greater impact of a focused, well presented body of work.
- **DIGITAL IMAGES:** A minimum of 5 digital images representative of work you intend to exhibit. Digital images must be in good quality jpeg format. Three-dimensional artists shall present a minimum of two, preferably three views of each work. All image files are to be numbered to correspond to the artist's image list and include artist's last name (e.g. 01Smith.jpeg).
- Proposal must also include a list to show: date of application, artist's name, address, telephone and email address, followed by a numerical listing of the 5 minimum representations of work you intend to exhibit including work's title, medium, dimensions, and file name of each jpeg.

### **Exhibition:**

*Once application is accepted an exhibition timeline will be provided to the artist.*

- **PRICING:** No later than two weeks prior to installation, artists are required to submit title and price information to the gallery for the printing of the wall tags and price list.
- **INSTALLATION:** Artists shall be responsible for the installation of artwork on specified date(s) and time(s), and for any patching, paint touch-up required for display areas prior to opening date (materials provided). Artwork must be for sale unless prior agreement is made.
- **PUBLICITY:** MFA will publicize the exhibit as it normally does with press releases and on its website. If a postcard invitation or email announcement is desired, it must be coordinated with the Gallery Manager. Postcard costs are the responsibility of the artist. The gallery will send postcards to MFA members as long as artist pays for postage. MFA will not share member list. The gallery will provide signage directing visitors' attention to your exhibit as well.
- **RECEPTIONS:** Receptions (food, drink, set up, clean up) are the responsibility of the artist and shall be coordinated with the Gallery Managers during normal hours.
- **DEINSTALLATION:** On scheduled date(s), artists shall be responsible for prompt deinstallation of their work; patching and paint touch up (materials provided) shall be completed before leaving.

## **Additional Information**

- There will be no consideration by Exhibition Committee without aforementioned proposal. No exceptions.
- Artists may request a third week exhibition extension for a price of \$50.
- Please feel free to visit the gallery during normal hours to view Holley Gallery (and/or speak with one of the Gallery Managers).
- MFA provides nails, hammers, pedestals, and other basic supplies. Artist must provide any unique or non-standard supplies.
- Work must correspond with the submitted images.
- Images of accepted works may be used at the sole discretion of MFA for promotional purposes including but not limited to the invitation and/or website. If used, image will include attribution when possible.
- Artist members will retain 75% from sales.
- Work cannot be withdrawn before end of exhibit.
- Measure to ensure work meets any size limitations before delivery.
- MFA Exhibition Committee must approve use of smell, sound, strobe lighting, or other non-conventional aspects, on a case-by-case-basis.
- If exhibition utilizes sound, artist must provide headphones.

## **Safety Precautions**

- No hazardous or flammable materials
- No artwork is to be hung on the stairway or blocking the walkway. Staff must have complete and safe access to all areas of gallery at all times
- No items over 10 lbs. can be hung from the ceiling

## **Liability**

- Artwork and entry materials will be handled with all possible care. MFA will not be responsible or liable for loss or damage from any cause whatsoever. Insurance, if desired, must be carried by the artist.

## **About MFA**

- *Address:* 18 State Circle, Annapolis, MD 21401
- *Hours of Operation:* Daily, 11am – 5pm
- *Phone:* 410-268-4566
- *Email:* info@mdfedart.org
- *Holley Gallery Chair:* Candice Bigelow ([CLBigelow@verizon.net](mailto:CLBigelow@verizon.net))
- *Gallery Manager:* Thomas James ([tjames@mdfedart.org](mailto:tjames@mdfedart.org))
- *Communications Manager:* Kristen McCurdy ([kmccurdy@mdfedart.org](mailto:kmccurdy@mdfedart.org))
- *Executive Director:* Joann Vaughan
- *President:* David Diaz