

Main Street Gallery Guest Artists

This package contains two important documents. Part I is the application for exhibiting as a guest at the gallery. Part II is the agreement you will have to sign once you have been accepted as a guest artist. You are receiving both so that you can be fully informed of the benefits and responsibilities of being a guest artist.

Thank you for your interest in becoming a guest artist at Main Street Gallery. Our members are a harmonious group of painters, photographers, ceramists, jewelry, and fiber artists who work together to spotlight their art in Cambridge, MD's vibrant downtown Arts and Entertainment District and online as well. We also look to invite regional artists, to complement our members' work, from time to time, for two-month shows.

To promote our art, we hold in person gallery openings for every new show on Second Saturday each month featuring a member of our gallery or guest artist. (Covid-19 may, however, influence our ability to have in person openings. When possible we will host an outdoor, socially distanced event.) All shows, as well as a gift shop, are on our website (mainstgallery.net) which has a shopping feature. Shows are well advertised by way of newspapers, posters, websites, postcard distribution, social media (FB and Instagram) and email announcements using Main Street Gallery's mailing list, which is included in the rental fee. Guest artists, at their own cost, may choose to do additional advertising.

Guest artist fees

Rental for 2D or 3D space is \$75 a month with a two-month minimum for a total of \$150. For 2D works, guest artists are allowed wall space (in the preferred front of the gallery) that extends approximately 8 x 8 feet and two panels that are 3 feet by 8 feet. For artists showing exclusively 3D work, there are 4 shelves that are 8 feet high and 4 feet wide. 3D space also includes some windowsill space. Floor space is also available for larger works.

MSG's Commission of sales from artwork consigned to the gallery is 30% of the actual price realized from the sale. Commissions due will be deducted from all sales and the artist will receive payment within 30 days after the show ends. Maryland sales tax will be collected and submitted by the gallery. The artist appoints Main Street Gallery (MSG) as agent for the works of art (artworks) consigned under this agreement, for the purposes of exhibition and exclusive sale during the exhibition.

Guest artist requirements

1. The guest artist is required to attend at least one opening reception of their exhibit.
2. The artist agrees to comply with all guidelines for pricing/ labeling and displaying artwork. See section VII "Displaying in the Gallery" under Guidelines located on Main Street Gallery's website, www.mainstgallery.net/.
3. The artist agrees to provide the gallery with 6 jpeg images for the website (by the required date). Jpeg images must be 1200dpi on the longest side and labeled with the artist's name, title of work, dimensions, media and price.
4. The artist is invited to provide the gallery with six additional images, for sale at under 50.00, for the online gift shop.
5. The artist agrees that Main Street Gallery may photograph artworks to promote the exhibit and may use those images for publicity and for the MSG website.
6. The artist agrees to comply with all due dates for jpeg images, headshots, bio, inventory list, delivery and pick up of their art to the gallery, contract signing, and fees, etc.
7. The artist agrees to be responsible for the cost of shipping and handling their work to a buyer.

Main Street Gallery Guest Artist Application

If you are a fine artist or craftsperson, you are eligible to apply to be a guest artist at Main Street Gallery. Prospective guest artists are required to submit an application along with 10 titled (with medium and size), high quality images of your current work. Your website featuring current artwork may be substituted for photographs. We

require that you be the sole creator of your work and that the work be original and recent.

Some of the criteria used by our jurors when reviewing artwork are:

- Mastery of media
- Presentation
- Originality

You may submit the form electronically, but you must also submit a signed hard copy to the guest artist coordinator:

Theresa Knight McFadden
theresamcfadden00@gmail.com
200 Belvedere Ave.,
Cambridge, MD 21613

Applicants will be notified by email when their application is received and ready for consideration. Applicants will also be notified by email once the application has been considered. Following the jury process, accepted guests will be added to the waiting list (if all guest artist space has been allocated) or taken through the steps of having their work introduced into the gallery.

MSG Guest Artist Application

Name (print)

Address

City/State/

Zip _____

Phone _____

E-mail _____

Website _____

Artistic Media _____

Display requirements: Wall space _____ Floor Space _____

Shelf _____

What is the price range of your work? _____

What is the approx. size range of your work?

1. Tell us about yourself: Do you have any formal or informal education or training in your medium? When and where?

2. Have you displayed your work in a gallery/show before? When and where?

3. In a few words, tell us about your work (your inspiration, process).

4. I have read and agree to follow all of the Guidelines on the
MSG website (www.MainStGallery.org) Yes_____ No_____

Signature_____

Date_____

Rev. 9/2020

Part II. Agreement

Thank you for joining us for our (_____ name of months) exhibit. We are pleased you are sharing our space with your wonderful work. Below please find our guest artist agreement. Please read, sign and return two copies to the gallery by hanging day, _____(date). The gallery will return to you a copy signed by the gallery. The show will run from_____to_____ (dates).

You are required to attend at least one of the Second Saturday receptions. Artwork must be delivered to the gallery on _____(date, time) and picked up on (date, time).

Contact the Exhibits chair, Karen Bearman, karen.bearman@gmail.com, if you need to make special arrangements.

Please send the attached inventory to Linda Starling, lindabstarling@yahoo.com by_____ (date).

Please also send a picture of yourself and a brief biography to Lesley Giles, lesleygilesart@aol.com, by (date). These will be used in a small frame that will hang by your work.

For publicity purposes you must send jpgs of at least three of the works you intend to exhibit to Theresa Knight McFadden, theresamcfadden00@gmail.com, by _____(date). These should be at least 2000 pixels on the longest side and 300 ppi. Work must be original in concept and design and created by the artist.

All work must be equipped for safe installation; gallery personnel will determine safety. Works considered too fragile for hanging by gallery personnel will not be accepted. Paintings must be dry. Framed artwork that is to be hung must be wired for hanging. No saw tooth or other hangers will be accepted. Frames and glaze must not be scratched, dented or otherwise defaced. Matted art must be firmly backed and shrinkwrapped or enclosed in an art-quality plastic sleeve. Uniform labels will be prepared by the gallery committee, but all art should be labeled for identification purposes with title, artist and price.

Three dimensional art and jewelry must have tags or stickers that show artist name and price.

The gallery committee has the right to review all submissions for exhibit to ensure that they meet aesthetic standards.

The artist agrees that MSG may photograph artworks for the purpose of promoting the exhibit and may use those images for publicity and on the MSG website. MSG will take every effort to care for the artwork under its consignment: however,

MSG is not responsible for artwork that may be damaged, stolen or not picked up at the designated date and time after closing of an exhibit. Artwork left over 30 day after a pick-up date becomes the property of the gallery.

Please make two copies of page 3 of this agreement and sign. Mail or deliver both copies to the address below by ____ (date). We will return a completed contract upon signing. Send your completed agreement to:

Theresa Knight McFadden

theresamcfadden00@gmail.com

and to

Theresa Knight McFadden

200 Belvedere Ave Cambridge, MD 21613

703-201-7157

MSG GUEST ARTIST AGREEMENT

The artist consigns to MSG and MSG accepts on consignment the artworks listed:

| TITLE | MEDIUM | PRICE |
|-------|--------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

USE OTHER SIDE IF NEEDED

Artist's Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

I have read and will comply with guidelines stated in agreement.

Artist's Signature _____ MSG rep signature _____

Date _____ Date _____

GUEST ARTIST CALENDAR

This information is provided as a guideline to help guest artists plan for their exhibit. Actual dates will be sent to the artist from the gallery.

One month before show please send a picture of yourself and a brief bio to Lesley Giles (lesleygilesart@aol.com) for a small, framed bio she creates for the show.

One month before show please send your inventory for the show (title, medium and price) to Linda Starling – lindabstarling@yahoo.com 301-802-1587.

One month before show send at least three photographs of the work you will exhibit to Theresa Knight McFadden, (theresamcfadden00@gmail.com) for publicity use.

One month before show please read, initial each page then sign and return two copies of the agreement to the gallery at 518 Poplar St., Cambridge, MD 21613. You will receive a copy signed by the gallery.

One month before show submit payment of \$150 to the Main Street Gallery.

Hanging Day. Artwork must be at the gallery no later than 11:00 a.m., the Wednesday before the show opens.

The Second Saturday of each month of your show there will be an opening reception from 5-8 p.m. You are required to attend one reception.