

## General Information about the HCAC Gallery Program

The gallery program at the Howard County Arts Council was established to:

- Enhance the public's appreciation of the visual arts,
- Provide a venue to exhibit the work of local and regional artists in a professional space,
- Provide leadership in the arts by presenting a broad spectrum of arts in all media both emerging and established.

### Eligibility

Exhibited work must fit through a doorway measuring 54" x 80" and be installed appropriately in the HCCA gallery. Artists ages 18 and older working in all media and styles are encouraged to apply, including installation artists.

### Sales

A 20% commission will be retained by HCAC on all sales. Work will be sold at the price listed on the loan form. An additional 6% sales tax will be charged on all sales. Work not for sale should be marked "NFS". An insurance value must be included for all entries.

### Insurance

All works are insured, less the 20% commission, against physical damage or loss by HCAC from designated drop off date through designated pick up date and time.

### Gallery Hours

HCCA galleries are open Monday-Friday from 10AM-8PM, Saturday 10AM-4PM and Sunday 12-4PM. The galleries are closed for major federal holidays.



Howard County Arts Council  
Howard County Center for the Arts  
8510 High Ridge Road  
Ellicott City, MD 21043  
410-313-ARTS (2787)  
410-313-2790 (fax)  
[www.hocoarts.org](http://www.hocoarts.org)

## Howard County Arts Council

### Literary Reference Exhibit Application

Bodies of work that reference literature or literary themes or ideas but are not explicitly illustrative.

**DEADLINE:  
OCTOBER 1**

410.313.ARTS (2787)

*Be a pART of ART!*

## Gallery Application Form

Please type or print legibly. Fill in form completely.  
You may attach additional sheets if necessary.

**Name of Individual or Group:**

**Group Contact Name:**

**Address:**

**Phone (h):**

**Phone (w):**

**Phone (c):**

**Email address:**

**Deadline for submitting materials:  
October 1**

**Label envelopes with  
Attn: Literary Exhibit Application**

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## Application Checklist:

- Ten to twenty numbered slides or a CD of 10-20 jpeg images representative of the work to be included in the exhibition. All slides must be labeled with the artist's name, a red dot in the lower left corner of the slide, and a corresponding number to the slide list. Digital entries may be JPEG only. Files must be labeled with the artist's name and corresponding image list number (e.g. JDoe\_01.jpg). Files must be no larger than 1 MB. Label CD with your name. **Unless submitting film-based work, video or digital presentations (including PowerPoint) cannot be accepted.**
- Slide or Image list which contains: artist name(s), title, medium (be specific about mixed media), year completed, and dimensions for each piece.
- Resume(s), which lists education, exhibitions, awards, publications, etc.
- Describe your artistic goals and recent work that exemplifies them. (Or attach an artist statement.)
- A self-addressed stamped envelope for return of materials.
- Optional* – Printed materials of previous exhibitions, reviews, publications, or other supportive visual information.

## General Exhibition Policy

Work submitted must have been completed in the past two years. Work previously shown in the Howard County Center for the Arts galleries cannot be exhibited again with the exception of retrospective, anniversary or benefit shows.

All work must be received ready for installation with proper hanging devices and instructions where necessary. HCAC will not be responsible for any damage to unframed or otherwise unstable works.

Shipping and/or transportation for delivery or pick up of the work is the responsibility of the artist(s). HCAC does not provide funding for shipping costs.

All work must remain in the gallery for the duration of the exhibit. Work must be dropped off and picked up on the designated dates. HCAC has no space for storage of artwork.

HCAC reserves the right of final review of exhibited works.

### PROMOTION

HCAC distributes postcards to our mailing list for each exhibit. A limited number of additional postcards are provided to exhibiting artists to send out to their own mailing lists. Press releases for the exhibit are sent to local and regional media. HCAC hosts an opening reception, which is open to the public and includes appetizers, beverages, and music.