



## **HCAC Gallery Program Application Information**

The Howard County Arts Council (HCAC) manages two galleries at the Howard County Center for the Arts with over 2100 square feet of exhibit space. The HCAC gallery program was established to enhance the public's appreciation of the visual arts, provide a venue to exhibit the work of local, regional, and national artists in a professional space, and provide leadership in the arts by presenting a broad spectrum of arts in all media from both emerging and established artists.

HCAC presents 11-12 exhibits per year of national, regional, and local artists, including two-person, small and large group, juried, curated, and community shows. HCAC rarely exhibits solo shows.

### **Review of Work & Selection of Artists**

The HCAC Exhibits Committee meets quarterly to review all complete applications and select artists for the exhibit space. Artists may submit up to one application per quarter either individually or with a group. Individual artists selected for a show will be paired or grouped with other artists as determined by the committee. The Committee also welcomes proposals from curators, groups and organizations. Exhibits are scheduled up to two years in advance. Work submitted for the proposal should be recent work (within two years) and representative of the artist's body of work; if selected for exhibit, the artist will have an opportunity to submit newer work for consideration. 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.

### **Eligibility**

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

### **Sales**

HCAC manages sales, but work is not required to be for sale. A 20% commission will be retained by HCAC and an additional 6% sales tax will be charged on all sales.

### **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. An insurance value must be included for all artwork.

### **Galleries**

The galleries' walls are made of unbacked 3/4" plasterboard with studs available when necessary. Walls are 9' 6" high and the ceilings are open for suspending installation work. Gallery I is approx. 68' x 22'; Gallery II is approx. 28' x 22'. They have hardwood flooring and standard electrical outlets.

### **Gallery Hours**

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

### **Delivery/Shipping**

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

### **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 and announcements are posted to relevant online calendars, websites, social media, etc. HCAC hosts a reception, which is open to the public and includes light food, beverages, and music.

### **General Exhibition Policy**

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.

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 and selection of exhibited works.

# HCAC Exhibition Application Checklist

HCAC accepts applications via Submittable.com. Please provide the following in your proposal:

- ☐ **Contact Information:**  
Artist's or Curator's name  
Name of group or organization, if applicable  
Address  
Phone #  
Email address
- ☐ **10-20 digital images** representative of the work to be included in the exhibition. Files should be named to correspond to image list. Still images must be JPG files only, each no larger than 1 MB. Time-based work must be submitted as .avi, .wav, .mov, or .m4a files. HCAC has limited technology for use in the gallery, so any special technology needs should be addressed in the proposal. The images should be named using the "LastName\_FirstName\_01.jpg" format, where the numbers (01, 02, 03, etc...) correspond directly to your image script.  
  
**Do not submit images in a pdf, Powerpoint, or any other presentation format.**
- ☐ **Image List** which contains: artist's name (if submitting as a group), title, medium (be specific about mixed media), year completed, and dimensions for each piece.
- ☐ **Resume(s)**, which lists education, exhibitions, awards, publications, etc.
- ☐ **Artist statement** or description of your artistic goals and recent work.

## For Individual Curators:

In addition to the above, include a brief description of the proposed exhibit and identify the artists invited to participate. Provide information describing your curatorial experience, organizational skills and samples of written materials used to organize a previous show (letters, marketing, etc.).

## For Organizations:

In addition to the above, provide your organization's mission statement and describe your programs and services that meet that statement.

Include a brief description of the proposed exhibit and state how it furthers your mission and goals.

## Deadlines for submitting materials:

**January 1, April 1, July 1, October 1**

**Applications are submitted through Submittable. To apply via Submittable, please visit:**

<https://hocoarts.submittable.com/submit/67603/general-exhibit-application>

**Mailed applications will NOT be accepted.**

**To view information online, please visit:** <https://www.hocoarts.org/explore/opportunities-artists-arts-groups/exhibit-opportunities-apply/ongoing/>

**Questions? Please contact Annie Braunschweig, Exhibits and Programs Assistant, at [exhibits@hocoarts.org](mailto:exhibits@hocoarts.org).**