

# Chesterton Art Center Submission Guidelines

## For Member's Gallery and Retail Boutique

**Under the following terms**, member artists are invited to submit artwork for exhibit in our Member's Gallery and Retail Boutique. Please read this fact sheet carefully and sign it if you would like to participate.

**The Chesterton Art Center will display member's artwork for a maximum of three months at a time. It is the member's responsibility to remove or replace the work within that time. The work must be rotated (exchanged with new/different pieces) every three months. If not rotated within this three month period, the existing work will no longer be on display. ANY WORK NOT PICKED UP WITHIN 14 DAYS AFTER YOUR THREE-MONTH ROTATION WILL AUTOMATICALLY BE CONSIDERED THE PROPERTY OF THE CHESTERTON ART CENTER AND DISPOSED OF IN ANY WAY IT SEES FIT. The calendar attached to this document shows when the work was received and when it needs to come out. You will receive one notification when your expiration date is near. You must keep track of your expiration date.**

*Please sign below to indicate that you understand and agree to the above statement.*

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Artist's Signature

**All work must be clean, suitable for display, and clearly marked with the artist's name and priced for sale.**

The Chesterton Art Center has the unrestricted right to deny the display of any artwork or submission for exhibit. The Chesterton Art Center will collect a 30% commission on any art sold. Checks to artists will be issued to the artist the month following the sale.

### **Submissions by Media**

**2-Dimensional Work** - Paintings, Drawings, Photography, Mixed Media, Stained Glass, and Prints of an Original Work - Artists are allowed three (3) pieces under the size of 24" x 36". Artists are allowed one (1) piece larger than 24" x 36". Work must be framed and use wire hangers. No saw tooth hangers. Prints do not have to be framed, but must be wrapped for protection.

**3-Dimensional Work** - Ceramics, Sculpture, Mixed Media- Artists are allowed 5 small pieces. Artists may submit 3 larger pieces in lieu of 5 smaller, as space allows.

**Jewelry** - Artists are allowed ten (10) pieces. All must be marked with artist's name and clearly priced.

**Wearables** - Scarves, shawls, gloves/mittens, purses, etc. Artists are allowed five (5) pieces.

**Handmade Cards** - Artists may submit a total of twenty (20) cards. If your cards are packaged in multi-packs, the twenty card limit applies. For example: If you have card packs that contain 5 cards, you may submit 4 packs.

**Books** - Authors may submit five (5) books for sale.

**Miscellaneous Art Not Listed Above** - 3-5 pieces, depending on size.

**The Chesterton Art Center will supply tags. Please use our tags for your work. These will be available to you during regular business hours.**

**You MUST use our inventory form.** The form must be completed with your name, mailing address, phone numbers, and email address; if you have one. Failure to provide updated information may result in not receiving your payment checks. If any of your contact information changes, please be sure to contact the Art Center.

If you make sales within your three month sales period, you may submit additional work to sell, within the Chesterton Art Center guidelines and as set forth above.

If you work in more than one medium, you may submit items in each medium. For example, if you work in ceramics and jewelry, you may bring in items to sell in both categories.

**The Chesterton Art Center IS NOT responsible for damage, theft, or missing artwork.**

**Please visit at least once per month to dust, clean, and check your inventory.**

***We value you as an artist and member! We also value your work and want to display it professionally and successfully.***

***Thank you for choosing to be a member artist of the Chesterton Art Center.***

This form must be signed and dated by the artist. Your three (3) month sales period begins the day you bring in your work.

***I hereby agree with the terms outlined in this document. I hereby agree that if my work is left after the three (3) month display period it becomes the property of the Chesterton Art Center. I also will not hold liable the Chesterton Art Center for any damage, theft, or loss of any of my art work while it is in the Chesterton Art Center located at 115 S. 4<sup>th</sup> Street in Chesterton, IN.***

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Signature of Artist Date

**THE CHESTERTON ART CENTER IS NOT HELD RESPONSIBLE FOR DAMAGE, THEFT, OR LOSS OF ARTWORK.**

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Received by Date