

Friendship Gallery
Friendship Heights Village Center
4433 South Park Ave.
Chevy Chase, MD 20815
301-656-2797

Application for Art Exhibit

(Please note: completion of this form is for Friendship Heights Village Center reference only and does not constitute an agreement between the artist/artists and the Village Center).

Name of Artist/Organization: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Phone: _____

Please describe the artist/group's general art medium:

Oil

Acrylic

Watercolor

Mixed Media

Photography

Printmaking

Other _____

Number of artists exhibiting: _____

Number of pieces planned for the exhibit: _____

Requested show date: _____

Please submit five to 10 pdf samples of artwork or provide a website link to view examples.

General Information:

- * Currently, there is no fee for exhibiting at Friendship Gallery.
- * The date you request may not be available. If your proposal is accepted, we will offer the first available date .
- * Art Delivery and installation is generally on a Sunday, between 11 a.m. and noon. The show then opens on the following Monday.
- * Art Pick up is generally at noon on the Sunday after the show closes.
- * A reception is generally one week after installation, on Sunday from 11:30 to 1 p.m., and is the responsibility of artists in the show.
- * The Village Center is not able to store artwork. Artwork must be collected on the designated Pick Up date.
- * If applicable, the group of artists would designate a guest curator.
- * The artist or group of artists would provide a Program for visitors to the exhibit. The program should list artists and their work numbered in the position they hold in the exhibit, a bio of each artist, basic information about the artwork: title, dimension, price or Not For Sale.
- * Sales of artwork are handled by the Village Center Front Desk staff and payment is by check or cash only.
- * Friendship Heights Village Center requires a 20 percent commission on all art sales.
- * Artists are responsible for reporting and paying sales tax collected on individual sales.
- * The gallery uses a rod and hook system that requires all artwork be wired so as not to flop.
- * The gallery cannot sustain free-standing sculpture. Wall hanging sculpture is acceptable.
- * Artists are responsible for installing the exhibit. No Village staff is available to install.
- * No adhesives may be affixed to the walls of the exhibit area.
- * Tags can be safely affixed to the artwork from behind and on the frame or canvas.
- * Artwork should be numbered and referenced on the Program for the convenience of visitors.
- * Only original artwork can be exhibited. Giclee prints or prints of paintings and watercolors are not permitted.

I understand the terms and conditions of this agreement.

Artist's Signature

Date

Please return the original to the Friendship Heights Village Center Program Director
Anne O'Neil aoneil@friendshipheightsmd.gov