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**Gallery Submissions**

Artists are encouraged to apply for the Arts Warehouse gallery space individually or as a group.  We are currently accepting submissions on a rolling basis for our exhibit programs. Upon submission, a committee of several qualified members from the local arts/non arts community will evaluate, select, and assist the Arts Warehouse staff with selection and show scheduling. Submitting does not guarantee a show at the Arts Warehouse. Each selected show will hang for approximately two months, with an Arts Warehouse sponsored opening or closing reception.

**Layout and Exhibition Guide**

We want artwork to be showcased the best way possible, so we ask artists to read the Arts Warehouse Gallery Guide as they prepare to propose to exhibit at the Arts Warehouse. Chosen artists are responsible for reading and complying with the Arts Warehouse Gallery Guide when hanging/installing the exhibition with Arts Warehouse Staff. The Arts Warehouse onsite staff has the right to edit all exhibits and is the lead decision makers when hanging a show. Some shows will be curated by guest professionals from the community those will be announced in specific call to artists.

E-mail any questions to [gdaniecg@mydelraybeach.com](mailto:gdaniecg@mydelraybeach.com) or call 561-330-9614 for more information.

We want your work to be showcased the best way possible so please consider the following guidelines as you prepare for your exhibit. While sales are important, our goal is to emulate a gallery venue rather than a retail venue. Consider this while choosing and showcasing your work.

**Choosing work to display**

Overcrowding or under-representing your work may result in an unflattering or unprofessional looking exhibit. Therefore, we strongly encourage you to consider both the spatial parameters of the facility and the size of your work in determining which pieces of art should be displayed at the Arts Warehouse. You may find it helpful to bring more work than the space can accommodate so that you can “edit” your work (swap, change groupings, add more or fewer pieces to the exhibit, etc.). Two design principles that can help you grow as an artist and make the exhibit stronger: less is more, and continuity (for example: same kind of frames, similar subject matter, etc.) is best.

**Installation**

**For 2-D work**

Please have all pieces wired and ready for hanging (no sawtooth hangers). Photographs should be matted, framed, and wired for hanging. Canvases can be framed or unframed but must be wired and ready for hanging.

**For 3-D work**

Please bring along appropriate non-wall mounting materials to display the work in or on our display system (example: dish holder). For pedestals please bring adhesive.

**Gallery standard**

Leave 10 inches or more of wall space in between each work. Hang work so that the middle of each piece is around average eye-level, 57 inches. If hanging multiple pieces of varying sizes, each piece should be installed with the 57 inch middle rule kept in mind (see diagram). ***Keep in mind:* this may mean that the tops of the artworks may be at varying heights.**

**Hanging Diagram**



***Please note:*** Please bring any tools you need to properly install the work yourself in our facility (tape measure, levels, etc.) We have limited tools etc.

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**Exhibit Submission Form**

Name of Individual/Group

Contact Name

Address (City, State, Zip)

E-mail

Website \_

Phone(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Artist/Group Certification**

I/we certify that all artwork is my own/our own and I am/we are the sole owner(s) of the rights to these works.

Signature Date

**Submission Information**

**Artwork (May be Both)**

2D Media

3D Media

**Show Titles/Themes Encouraged**

Title

1. Materials must be submitted electronically to the Arts Warehouse

Using Dropbox.com:

* Create a free Dropbox account using https://www.dropbox.com/
* Include the following:
* Show must have a name and/or theme
* All images must be 300 dpi or higher
* Must submit 6‐8 images that represent the work that will be shown. All images must
* include artist’s name, title, date, medium, size in file name
* A description of the show 1‐3 paragraphs must be submitted along with a 1 page
* Biography from the Artist or Group.
* Include the submission form
* Share the folder with Jill Brown Arts Warehouse Manager: [brownji@mydelraybeach.com](mailto:brownji@mydelraybeach.com)

1. Incomplete packets will not be considered.
2. All submission become property of Arts Warehouse and will not be returned.
3. This is a submission form only and does not guarantee exhibit space.

**Accepted Work:**

• Artists will be notified after committee review Please no phone calls or emails.

• After work has been accepted, a substitution cannot be made nor a change in the artwork or titles as submitted.

• Artists will be providing the rights of the image to be used by the Delray Beach CRA and the Arts Warehouse for promotional use.

• Artwork must remain up the entire show. Pick up times will be provided.

• The Artist can select to sell the work on exhibit. An Artist’s Sales Agreement must be executed prior to exhibiting the art with the Delray Beach CRA/Arts Warehouse. The Sales Agreement will be provided prior to the exhibit.

**Questions/Contact**

Grace Gdaniec: gdaniecg@mydelraybeach.com