
SUBMISSIONS TO THE LACONIA ARTISTS CORPORATION

Proposals for Exhibitions in The Laconia Gallery

Successful proposals can take many forms. One type would include:

- One & two person exhibitions
- Multiple person exhibitions based upon a cohesive theme
- Juried/Curated group exhibitions
- Traveling shows from other galleries
- Solicited shows of work by new artists

Community groups, art educators, curators or groups of artists are encouraged to submit proposals.

Services and Support from the Laconia Artists Corporation

- The Gallery will assign an Exhibition Coordinator who will serve as the primary point-person for coordinating exhibition logistical planning.
- The Gallery will provide 500 printed postcard exhibition announcements, an HTML exhibition promotional email document, and a press release.
- The Gallery will not provide insurance for works on site and artists must sign an indemnification form prior to exhibition.
- The Gallery is open limited hours. If exhibiting artists wish to extend these hours, they may staff the gallery themselves at hours prearranged with the Exhibition Coordinator.
- The Gallery requires a 30% contribution on all sales that occur during the exhibition to cover the cost of running the show and operating the Gallery.

Guest Curator is responsible for:

- Providing digital visual materials for press and promotion purposes.
- Providing the narrative portion of the press release, - i.e. exhibition theme/topic, featured artists, etc.
- The Guest Curator is responsible for the cost of printing additional postcards beyond 500. The Gallery will provide an HTML promotional exhibition announcement and email the announcement to the Gallery's mailing list. Postage expenses and email distribution beyond the Gallery's mailing list are the responsibility of the Guest Curator and exhibiting artists.
- Preparing artwork wall labels and price list, along with resumes, artist statements and other support materials for the Gallery exhibition binder that serves as reference available to viewers.
- Providing a complete price list of all artworks (for sale or not) and a contact person for potential buyers interested in purchasing artwork.

LACONIA GALLERY EXHIBITION APPLICATION FORM

Guest Curator: _____

Organization Name (if applicable): _____

Address: _____

City/State/Zip: _____

Curator contact phone #'s: _____

Email: _____ **Website:** _____

Type of Exhibition (Check one): 1-2 Person Exhibition Group Exhibition Other

List proposed exhibiting artists: _____

Exhibition Title: _____

Brief Description of Exhibition Theme or Concept. *(Attach additional page if necessary):*

Proposals should include an **educational component**, such as gallery talks by artists or curators, panel discussions, or outreach to community groups or schools. Please describe your exhibition's educational component *(attach additional pages if necessary):*

Applications must include the following materials:

1. Completed application form
2. \$15 application fee (check made payable to Laconia Artists Corporation)
3. List of participating artists and resumes.
4. Resume of Guest Curator.
5. CD of proposed artworks to be exhibited. Images should be in JPEG format and each digital image should be clearly labeled and correspond to an **image list**. If artwork has not been created prior to proposed exhibition dates, please submit digital images representing the proposed work to be created. Visual simulations, illustrations, renderings are strongly recommended. Artists presenting proposed work must also submit background digital images of prior work.
6. A corresponding **image list** should include the following information for each image:
 - artist name
 - title of work
 - date of creation
 - media (if mixed-media, please specify all media used)
 - dimensions (if applicable)

The list should indicate:

- "A" if the image is an **actual** work to be exhibited
- "B" if the image represents background images of the artists work
- "P" if the image represents proposed work to be created

Proposals of group shows of more than 6 artists must include images of the actual work to be exhibited. *(Please note that the LAC Board has final approval of artwork to be exhibited.)*

Any other relevant support materials (such as videotape or maquettes) should be included **only** if the work cannot be adequately presented in digital images. You must obtain permission in advance to submit non-digital images or submission materials will not be reviewed. Contact the LAC Curatorial Committee at lac@laconiagallery.org to discuss non-digital submissions.

Please do not send original artwork or portfolios. CD's will not be returned. It is the responsibility of the applicant to pick up additional support materials.

**Send packages to:
LAC Curatorial Committee
1200 Washington Street #116
Boston, MA 02118**

***Please Note: Send application materials by regular mail or deliver in person. Packages requiring signature may be delayed/or returned because of limited LAC office hours.*

Gallery Hours

During the dates of the Exhibition, the Gallery must be open to the public according to the following schedule: Saturdays from 12:00 –4:00 pm., and 'First Friday' evenings from 5:30 - 8:00pm (the first Friday of each month). Gallery sitters will be arranged with the Exhibition

Coordinator, but it is strongly encouraged that the Guest Curator and exhibiting artists volunteer to gallery-sit at least once during the course of the exhibition.

Maximum hours the Gallery is allowed to be open during an exhibition are 10:30 am to 9:30 pm Monday through Saturday. Gallery sitters for extended hours are the responsibility of the Guest Curator.

Artwork/Delivery, Pick-up, Installation:

Each participating artist is responsible for delivery and pick-up of their artwork at the time arranged with the Laconia Gallery Exhibition Coordinator. Artwork must be ready to hang or be installed and the artist(s) may be asked to provide mounting hardware for installation. All artwork must be signed in and out, and must be clearly labeled.

QUESTIONS?

Contact the LAC Curatorial Committee at lac@laconiagallery.org

Gallery floor plan is at <http://www.laconiagallery.org/floorplan.pdf> and advance viewing of the space is available by appointment.