



## Call for Exhibit Proposals

**The Visual Arts Programming Committee is soliciting proposals from experienced artists for exhibits in the Nelson J. and Katherine Friant Post Gallery.**

**Proposals for month long exhibits of fine art are requested and will be considered periodically.**

**ArtSpace Herndon**  
**750 Center Street, Herndon, VA 20170**  
**703-956-6590**  
[www.artspaceherndon.org](http://www.artspaceherndon.org)

**Eligibility:** Proposals for month-long exhibits of fine art are requested from artists 18 years or older, typically with a large body of work and recognized with various awards both locally and nationally. Artists who are actively working as visual artists are encouraged to apply for upcoming exhibits.

Fine art paintings, mixed media, photography, sculpture, drawings, printing, graphic design, new media, installation art, and fiber arts can be displayed in exhibits. Artists are expected to give a gallery talk during an opening reception and promote the exhibit among their patrons. ArtSpace Herndon produces the exhibit, provides marketing support and installation services, and handles sales.

Artists can submit a proposal for a solo show or small group show including works of up to 4 artists. The Visual Arts Programming Committee encourages collaboration among painters, sculptors and 3D artists.

- Artwork exhibited must be original.
- New artwork is preferred. Permission must be requested to show artwork previously exhibited at ArtSpace Herndon.
- No copyrighted source material is permitted.
- No work that is sexually explicit or graphically violent.
- Sculptors must supply pedestals.
- Sculptures will be placed near a wall and the leading edge of the sculpture/pedestal must be no more than two feet from the wall.

ArtSpace Herndon can refuse to exhibit artwork it deems unacceptable or that fails to resemble the images submitted.

**Exhibition:** For approximately one month in the Post Gallery. Approximately 40 to 50 pieces of art are needed for an exhibit, depending upon sizes. A majority of the art exhibited should be offered for sale to the public.

**Fees:** None

**Proposal Process:** There are two parts to the process – online registration and submission of art.

### Step 1: Registration for Solo Artists

Visit [www.artspaceherndon.org](http://www.artspaceherndon.org) and pull-down the Calls for Art menu to find the Exhibit Proposals page. Click on the register button to enter all the required information. Artists will be asked to enter their name, name for marketing materials, address,

phone numbers, email address, exhibit title, along with brief descriptions for the following:

- Type of work (i.e., "oil paintings on canvas")
- Exhibit description
- Artist statement
- Resume
- Recent and upcoming shows
- Awards
- Association memberships
- Website
- List of images

### Step 1: Registration for Group Shows

During the online registration, the coordinator will be asked to enter his or her name, name for marketing materials, address, phone numbers, email address, exhibit Title, and answer the following questions:

- Will the exhibit be juried?
- If so, give name and credentials of the juror.
- If not, does the artist group require members to be juried in order to join?

For each artist, the coordinator will be asked to enter the following:

- Name, Address, Phone numbers, Email address
- Type of work (i.e., "oil paintings on canvas")
- Resume
- List of images

A representative of ArtSpace Herndon may contact the coordinator at a later date to request the following from each artist: artist statement, list

of recent and upcoming shows, list of awards, associations, memberships, and website.

## Step 2. Submission of Art

The second part of the process is to email the images registered to [exhibits@artspaceherndon.com](mailto:exhibits@artspaceherndon.com)

- **All images must be sent via email.**
- Do not send a CD or photographs.
- Submit five pieces of art for consideration by emailing a jpeg (300 dpi) file for each piece.
- Send only one image per work.
- Jpeg files cannot exceed 5 MB. Label each file with artist name, title of the work, medium, framed size, date completed: Example: doe\_jane\_portraitofsusan\_oil\_20x30\_2014.
- The subject line of the email must be the title of the proposed exhibit.

### Selection Process and Notification:

Review of materials is done by the VAPC throughout the year. Artists will be notified via email if a suitable opportunity arises. Annual programming is developed over a year in advance with an agenda for range and balance, so artists typically wait for a period of time before being contacted. Please do not contact the gallery regarding your submission status.

### For Exhibitors

The following information is for artists who are chosen to exhibit.

**Framing:** Artwork and photographs to be hung must be suitably framed and wired for hanging. Wire should be mounted about 1/3 of the way down from the top edge of the artwork and tight across the back of the frame. Clips, saw-tooth hangers, and screw-

eyes are not acceptable. Works on paper must be matted, framed and glazed. Artwork exceeding 72" in any direction and weighing more than 40 pounds framed needs individual approval by staff. Matting is required for photographs and double-glass float-frames are not permitted. Gallery-wrap is permitted as long as the staples are on the back and the edges are finished.

**Artwork Delivery:** Artists are responsible for delivery and pickup of artwork at a time agreed to with an ArtSpace Herndon representative. Artwork left over 30 days becomes the property of ArtSpace Herndon.

**Shipping:** Out-of-town artists may make special arrangements with ArtSpace Herndon to ship artwork less than 36" in any direction and weighing less than 20 pounds. A separate packing/repacking fee applies. Contact the gallery in advance of shipping by phone (703)-956-6590 or email [exhibits@artspaceherndon.com](mailto:exhibits@artspaceherndon.com).

**Sales and Commission:** A majority of the works featured in the exhibit must be available for sale at a price of the artist's choosing. ArtSpace Herndon will retain a commission of 25% for any artwork sold during the show. ArtSpace Herndon collects and pays sales tax. Exhibiting artists may be asked to complete RS W-9 form dependent upon sales.

**Rights:** Artists grant ArtSpace Herndon and the Arts Herndon the right to photograph and use images of artwork featured in the exhibit for educational and promotional purposes.

**Liability:** Artwork displayed in ArtSpace Herndon is exhibited at the artist's own risk.

Artists should insure their artwork. ArtSpace Herndon and Arts Herndon employees and volunteers are not liable for theft or damage to artwork in transit, on display or otherwise.

**Agreement:** By submitting a proposal to exhibit, artists agree to abide by all ArtSpace Herndon policies. Artists also agree to hold ArtSpace Herndon and Arts Herndon and their employees and volunteers harmless. Failure to comply constitutes withdrawal of the exhibit proposal.

**Questions? Contact Anna Schoenfeld**

**703-956-6590**

**[exhibits@artspaceherndon.com](mailto:exhibits@artspaceherndon.com)**

### About ArtSpace Herndon

Arts Herndon is an independent 501 (c) 3 nonprofit organization and serves as the official arts agency of the Town of Herndon. We operate ArtSpace Herndon, the Art Gallery and Performance Space at 750 Center Street, Herndon. We also provide arts education, arts scholarships, works of public art and grants to small arts organizations and artists. All Arts Herndon programming and exhibits are made possible in part by generous contributions from the National Endowment for the Arts, the Virginia Commission for the Arts, the Town of Herndon, the Arts Council of Fairfax County, the Nelson J and Katherine Friant Post Foundation, Steve and Pat Macintyre, and by our generous sponsors, supporters and volunteers.

Your support is encouraged and appreciated: to learn more, visit [ArtSpaceHerndon.org](http://ArtSpaceHerndon.org).