



## Providence Art Club

### Contract for the 119<sup>th</sup> Annual Little Pictures Show & Sale 2023

*Contract and Initial Entries Due by Thursday, October 12. Late Submissions will not be accepted.*

**Galleries:** Maxwell Mays, Mary Castelnovo, and Dodge House Galleries

**Exhibition Dates:** November 5 – December 22, 2023 (Preview: November 4)

### Specifications for Exhibiting *(Please Review Carefully)*

1. Work must be no more than two years old. No artworks shown in prior *Little Pictures*, or *Members' Exhibitions* will be shown.
2. Artists must be in good financial standing with the Club from the date of the signed contract until the final day of the exhibition.
3. All works exhibited must be for sale. The Club commission on all sales is 25%.
4. All two-dimensional work must be properly prepared for installation. All two-dimensional works must be wired for hanging with secure D-Rings – not I-Hooks. Works on paper must be framed and under glass or plexi. Works on canvas may be presented on a gallery wrapped canvas with a finished edge. Gallery manager has final say on all aspects of preparation.
5. Do not use sawtooth hangers. No print racks with unframed work are allowed.
6. All works must be priced at \$350 or less. **Artists cannot change prices during the exhibition.**
7. **Once artists have submitted their *Little Pictures* Entry Forms, they cannot make changes to the information submitted.**
8. Work may be a maximum of 16 inches x 16 inches to the outermost edge of the frame. This rule applies to three-dimensional works as well. Submissions will be measured on delivery and oversized works will be sent home. No work can be heavier than 100lbs.
9. Work that is improperly prepared or does not meet specifications will be omitted at the discretion of the gallery manager.
10. **All work must be delivered during the specified *Little Pictures* delivery week. No works may be added opening night.**
11. **All work must be checked in with gallery staff upon delivery. Artists may not leave artwork at the delivery desk without speaking with gallery staff directly.**
12. All hand pulled prints, photographs, & digital artwork must be limited editions of 100 or less & must be clearly labeled accordingly.
13. All work must be original. The gallery staff will not accept works that utilize published photos, or giclee reproductions of artwork.
14. Please note that there will be no re-stocking of artwork during the Saturday Preview Reception. Only gallery staff will restock work.
15. Artists are allowed to deliver up to 12 pieces at once during the delivery week. No works may be added opening night.
16. Works should be numbered in order of how the artist wishes them to be hung and delivered in a clearly labeled and organized box.

### Responsibilities of the Exhibiting Artist

1. **The artist must deliver the completed, final, *Little Pictures* Entry Form(s) by **Thursday, Oct. 12**. No changes are allowed.**
2. Artist must comply with all gallery rules and specifications for the duration of the exhibition, or their work will be removed from *Little Pictures*.

### Services Provided by the Club

1. The Gallery Manager will issue press releases, handle sales, bill buyers, produce gallery labels, produce booklets and signs, and be responsible for the monitoring of the gallery.
2. The exhibition will be installed by gallery staff. Artists are not allowed to be present during the installation. Gallery staff have final say on all aspects of installation. We strive to fairly rotate work each year. **Artists are not allowed to rearrange the layout of their work after it has been installed.**
3. Gallery staff will professionally manage all sales in the exhibition.
4. The Providence Art Club will provide select press, promotion, and advertising for the exhibition as a whole.

### Insurance

The Providence Art Club will provide insurance while the works are in the gallery. The insurance covers fire and theft but not breakage. The insurance value is considered two-thirds of the sale price. Insurance coverage is only applicable during exhibition dates.

If you agree to the above specifications, please sign this contract and return it to the Art Club by **Thursday, October 12, 2023**. Retain the artist's copy for your records. Failure to comply with these rules after having returned the contract will result in the removal of your work from the *Little Pictures* exhibition.

**artist's signature:**

**date:**

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**Artists: Please make a copy of this signed document for your records  
and deliver the original to the Art Club by **October 12, 2023**.**