

Dear Artist,

The 119th Annual Little Pictures Show & Sale is coming soon!

It's that time of year once more, and we are preparing for the biggest exhibition of the season. I hope you are planning on participating! Last year we sold hundreds of artworks through this beloved tradition.

If you would like to take part, please read the attached specifications sheet and contract carefully. The enclosed entry form(s) must be filled out and returned to the gallery by **Thursday, October 12, 2023**. If you wish to submit 12 works at the start of the show, both forms must be entered by this date. It is crucial that we have these forms in advance for labeling, planning, and promotional purposes. Information provided on the forms may not be altered. Late submissions will not be considered.

Any artist who does not completely fill out the enclosed contract and entry form(s) and deliver them by October 12, 2023 will not be included in the exhibition.

As you know, we receive hundreds of entries and your care in filling out entry materials legibly, completely, and correctly is appreciated. Please note that the maximum artwork size is **16" x 16"**, **including frame**, and the **maximum price is \$350**. You should number your work in the order you wish them to be installed. All works will be measured at check in and **any works that exceed 16" x 16" will be turned away by gallery staff**. Works may not be added opening night.

All participating artists must also sign a *Little Pictures* Exhibition Contract. Please read the contract thoroughly and return a signed copy of the contract to the gallery along with your entry form(s) by October 12. Late submissions will not be accepted.

Thank you in advance for your enthusiastic participation. Your cooperation will help to make the *119th Little Pictures* the most successful yet! I hope you will feel free to contact me at michael@providenceartclub.org if you have any questions. I will be happy to work with you!

Best,

A handwritten signature in black ink that reads "Michael Rose". The signature is fluid and cursive, with the first name "Michael" being larger and more prominent than the last name "Rose".

Michael Rose
Gallery Manager

Little Pictures 2023 Exhibition Specifications

Review Carefully...

Exhibition Dates: November 5 - December 22, 2023 *with extended gallery hours!*

Opening Reception: Members' Preview will take place November 4

Submission Due Date: Entry forms for initial submissions (up to 12 total) and signed contract are due by Thursday, October 12, 2023. Late submissions will not be accepted.

Please number your first page of entries 1-6. You are welcome to submit additional entries so we can restock your work quickly. Please label your second page of entries 7-12.

If your work is "untitled" you must assign it a number – EG: Untitled 1, Untitled 2, etc.

Media: Original artwork in all media welcome. Giclee reproductions of original work are not acceptable and will not be installed. For questions about eligibility, ask the Gallery Manager.

Eligibility: Open to all Exhibiting Artist Members of the Providence Art Club.

Entries: Each artist may enter up to twelve works prior to the start of the show. Six pieces will be installed and six retained to restock. Work must be packed safely in a box or a bag clearly labeled with artist last name. When work is sold, the artist will be contacted to bring in additional entries. Work must be properly prepared for installation. All two-dimensional work **MUST be wired** securely on the back. Works **MUST be framed**, or presented on gallery wrap canvas. **Works MUST be clearly labeled with artist and title.** Please clearly label print editions. Only limited editions of 100 or less are allowed. Open editions will NOT be accepted.

Presentation: Professional presentation of your work is crucial to the success of the exhibit. Please prepare all work for installation. Due to the variety and volume of works on the wall during this exhibition, uniform framing is encouraged. This helps to make the gallery look more organized, and moreover, helps to distinguish your work from the work adjacent to it.

Sales: The price of each piece cannot exceed \$350. There is a 25% commission on all sales, and there is no tax on art in Rhode Island. Prices may not be changed during the exhibition.

Size: Work may not exceed 16" in any direction, including frame. This size restriction also applies to 3D works. Any work that exceeds this will NOT be accepted. No work can exceed 100 lbs.

Delivery: Monday October 23 – Friday October 27, 12-4pm (via Dodge House Gallery)

Pick Up: January 2 – 5, 12-4pm (via Dodge House Gallery)

Works left on site after January 5 will become subject to a \$5/day storage fee.

Photographs: If you would like your work considered for inclusion in press for this exhibition, please send hi-res, 300dpi, digital images in JPEG form to Michael at michael@providenceartclub.org.

Insurance: The Art Club carries a blanket policy covering fire and theft, but not breakage. The insurance value is considered 2/3 of the sale price. We strongly recommend that artists insure their own work.