



ALL HUNG 2017 DELIVERY INSTRUCTIONS

ARTWORK DROP OFF

Artwork must be inspired by the theme “Giving” and delivered in person to Montpelier Arts Center on Wednesday, **September 27, 2017, 10 am–8 pm**, with the accompanying Drop Off/ Pick Up Release Form appropriately completed. Artists (or their assigned designee) are solely responsible for transporting work to and from Montpelier Arts Center. There is no hanging fee, however, we request that you bring five canned goods to be donated to a local food pantry in exchange for this opportunity. All artwork should be for sale and not previously shown at Montpelier Arts Center.

Any work using materials that are hazardous to the health and safety of the public will not be hung. Unstable frames or clips are not permitted, and work that is not gallery-ready will not be hung. Outside dimensions must not exceed 36 inches in any direction and should not weigh more than 25 lbs. Artwork must be ready to display and appropriately matted, framed, and wired for exhibition. Works on canvas do not need to be framed, but should be properly wired and sides should be clear of staples. Wall-mounted sculpture should be in a shadowbox frame or equivalent. All work will remain in the exhibition at Montpelier Arts Center for the entire duration of the show.

ARTWORK PICK UP

Artwork not sold can be retrieved from Montpelier Arts Center on Sunday, October 29, 5-6 pm, and Monday, October 30, 10 am - 8 pm. If you are unable to pick up during these times, you may assign a designee. Artwork not retrieved by 9 pm on October 30, 2017 is subject to a late fee of \$5 per day that it is stored at Montpelier Arts Center. Work may be discarded at the discretion of Montpelier staff if not picked up within 30 days of the official pick up date.

ELIGIBILITY

Open to all artists ages 18 & older. M-NCPPC employees are not eligible to participate.

SALES + INSURANCE

The Maryland-National Capital Park & Planning Commission (M-NCPPC) will retain 25% commission on all artwork sold during, or as a result of, the exhibition.

The M-NCPPC will insure all consigned artwork in the custody of the Montpelier Arts Center from official delivery dates to pick up dates only. Montpelier Arts Center will not be held responsible for any loss or damage to any artwork outside of official delivery and pick up dates. Submission of work to the All Hung Exhibition indicates agreement with the stated conditions.

EXHIBITION SCHEDULE

<i>Delivery of Artwork</i>	<i>Wednesday, September 27, 2017, 10 am–8 pm</i>
<i>Exhibition Dates</i>	<i>October 1– October 29, 2017, 10 am–5 pm</i>
<i>Reception</i>	<i>Sunday, October 15, 2017, 2–4 pm</i>
<i>Pick up of Artwork</i>	<i>Sunday, October 29, 5-6 pm and Monday, October 30, 10 am-8 pm</i>

Gallery Hours:
10 am – 5 pm
7 days a week



MONTPELIER ARTS CENTER

9652 Muirkirk Road
Laurel, Maryland 20708
montpelier.arts@pgparks.com
arts.pgparks.com

301/377-7800
410/792-0664
301/699-2544 (TTY)

DROP OFF/PICK UP RELEASE FORM

DROP OFF

Check boxes below:

- I left artwork (or other items) listed below at the Montpelier Arts Center.
- I have read and understood the attached Delivery Instructions and agree to all conditions stated therein.

artist last name first name phone number

address

town/city state zip code

email address

Title of Work	Dimensions	Insurance Value (25% less selling price)
	Medium	Price

signature date

I will be unable to pick up my artwork between October 29–30, 2017 and have assigned _____ as my designee.
name

PICK UP

Check box below:

- I/_____ picked up my work, listed above, from Montpelier Arts Center.
assigned designee

signature (sign **only** when picking work up) date