



## Prospectus

### **Solo or Group Exhibition Opportunities at Gallery Underground**

Gallery Underground announces **solo or group exhibition opportunities for artists from the Greater Washington, DC area**. Our gallery at the Shops at 2100 Crystal Drive, Arlington, VA is a bright and open space in the heart of Crystal City's thriving shopping and restaurant district. We are searching for talented professional artists with a cohesive body of work to exhibit in our **Focus Gallery** space.

#### **Benefits of having a solo or group show at Gallery Underground:**

- 380 square ft (over 66 linear ft) of gleaming exhibition space
- Excellent location in high traffic shopping district with regular patrons
- Flexible space for 2d or 3d art
- Professional, adjustable track lighting
- One evening reception, first Friday of the month, promoted in local publications, social media and to our extensive patron list
- Our full time gallery staff handles all sales, processes payments, assists in exhibit installation, and helps coordinate exhibit receptions

#### **Applying for a Solo or Group Show at Gallery Underground**

Artists are invited to submit work with a common theme, style and medium.

#### **Please include (via email to [info@galleryunderground.org](mailto:info@galleryunderground.org)):**

- Completed **Application Form**. Application form can be downloaded from our website via <http://www.galleryunderground.org/our-mission/show-opportunities/>
- **\$50 non-refundable application fee** paid via the paypal button on our website (<http://galleryunderground.org/contact/show-opportunities/>) or by check if forms are being mailed or delivered to gallery in person (Note: Email submissions preferred; mailed or in-person submissions may result in delay of jurying).
- Images of 5-7 works in JPG format (no larger than 1MB each).
- List describing the title, medium, size and sale price of each work.
- Short statement of the work, one or two paragraphs in length. Consider discussing technique and materials used, and/or themes addressed
- Please write "**Solo Show Application: Your Name**" in subject line of e-mail.

The Committee will determine the number of pieces to be exhibited, the duration of the exhibit, and exhibit placement but will attempt to accommodate an artist's preference. The Committee reserves the right to select the individual works to be shown.

Artists may resubmit **new** work **after one year**.

## Selection of Work for Exhibit

1. Exhibition facilities are offered by invitation of the Gallery Underground Exhibition Committee. Gallery Co-Directors serve as Exhibit Coordinators and primary contact persons. The Executive Director reserves final approval of any recommendations of the Committee.
2. The Exhibition Committee shall decide on the suitability of any art, its framing or support structure, and any visual or written material that might accompany an exhibit. The committee will consider a wide range of artistic expression in deciding on potential exhibitors.
3. Specifically, the Exhibition Committee seeks to satisfy the following objectives in selecting and developing exhibitions:
  - Present a variety of works by local artists in the visual arts;
  - Help local artists increase their public exposure;
  - Promote art activities throughout the county
4. Residence in Arlington is not required but may be considered in the selection process. **All works of art must be offered for sale by Gallery Underground. No NFS or pre-sold works may be hung.**
5. Gallery Underground promotes freedom of expression without restriction on content or form. However, in deciding the suitability of any work, the Committee is mindful that Gallery Underground is a public space, open to all segments of the community and all age groups. The views expressed in the works exhibited at Gallery Underground are those of the artist and are not necessarily those of Gallery Underground and its staff.

## Exhibition Policies

1. All works of art must be offered for sale, with prices established by the Artist. Price list must be submitted to the GALLERY UNDERGROUND within two weeks of hanging date. Once price list has been submitted, no works on list may be sold except through GALLERY UNDERGROUND, and no works may be removed from show unless sold by GALLERY UNDERGROUND. Works in show must be removed by Artist from all online sales sites. GALLERY UNDERGROUND is responsible for conducting the sale of any work directly with the purchaser and will add appropriate state sales tax for each work sold. The Artist should NOT include sales tax when pricing their works.
2. Artist is permitted to offer notecards/greeting cards of their work for sale (these notecards may have reproductions of Artists work) and/or shrinkwraps of Artist's original work (no giclees, prints or reproductions) for the duration of the show. 30% commission will be taken by GALLERY UNDERGROUND on the sale of all cards and shrinkwraps. Artist is required to provide professional-looking shrinkwrap bin.
3. **Artist will pay \$405 for non-Gallery Members (inclusive of the non-refundable \$50 application fee) or \$355 for current Gallery Members (inclusive of the non-refundable \$50 application fee) for a one month solo show. Payment must be made within 2 weeks of notification of acceptance by Gallery. This payment is non-refundable in the event Artist cancels show.**

4. **GALLERY UNDERGROUND will take a 30% commission for non-Gallery or Arlington Artists Alliance members and 20% for current Gallery or Arlington Artists Alliance members, for each work sold.**
5. Artist will be paid for any work sold, by check mailed to artist (non-Gallery member) or direct deposit into Artist's bank account (current Arlington Artists Alliance or Gallery member), within 30 days of close of show.
6. Artist is required to host one reception in honor of their exhibition. This reception must be held on the first Friday of show, unless First Friday falls on a federal holiday, in which case reception will be held on the second Friday of show. Artist will be responsible for providing reception refreshments and beverages.
7. Artist is required to provide postcards for show, and must provide GALLERY UNDERGROUND with a minimum of 300 cards for GALLERY UNDERGROUND to distribute.
8. GALLERY UNDERGROUND may invite the Artist to participate in a discussion of his or her work. GALLERY UNDERGROUND will promote the exhibition in many local publications as well as via email to our extensive patrons list. **Artists are encouraged to promote their exhibit through their own social media, emails and postcards.**
9. ORIGINAL WORKS ONLY; no giclees, prints (including prints that have been painted on) or other reproductions may be hung in solo show, except in the case of photography shows and with the exception of notecards being sold.
10. GALLERY UNDERGROUND reserves the right to refuse any art that is not framed in a professional manner or mounted and stabilized for pedestal display. Gallery-wrapped canvases are acceptable, but must either be framed or have finished edges (edges should be painted). All frames, armatures and mounting arrangements must be securely constructed. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. **The use of clips or spring clips to frame work is NOT permitted.**
11. Artist must adhere to GALLERY UNDERGROUND policy as to number of works hung in order to achieve a professional look, and may not hang too many pieces which create a "wallpaper" effect on the walls. Artist agrees that GALLERY UNDERGROUND Directors reserve the right to limit number of pieces displayed and move works in show if necessary to achieve a professional look.
12. Although Artist is not required to hang exact works submitted for jurying, show must reflect style and theme of works submitted for jurying, and Artist may not include pieces unrelated to majority of pieces in show.
13. The Artist must insure their own work and displays work at their own risk; GALLERY UNDERGROUND will not be held responsible for theft or damage to works while they are in the gallery.

14. Permission to photograph and reproduce any work accepted in the exhibition and to use any jpegs provided by Artist for publicity purposes including but not limited to social media and newspaper and magazine publication is considered granted unless otherwise stated in writing.
15. GALLERY UNDERGROUND will provide labels for each work on display. The Artist must submit an inventory of works to be exhibited which must include the following for each piece: title, media, and price.

**Please note that the following policies contain important deadlines:**

16. ***Within two weeks of being notified*** that a submission was accepted for exhibition and contract received, Artist must sign and date contract and return with remaining balance (payment can be made on our website, or by check mailed to gallery).
17. ***Within two weeks of being notified*** that a submission was accepted for exhibition, Artist must contact the Exhibit Coordinator to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.
18. ***At least two months prior to installation***, Artists must submit a draft of their promotional materials including a list of all works to be shown, with media, and retail selling price. The listing must include the Artist's name and telephone number. Artists are also requested to include a brief biography and Artist's statement.
19. ***At least one month prior to installation***, Artists must deliver a minimum of 300 promotional postcards to gallery
20. Artist MUST adhere to hanging and pickup dates designated by GALLERY UNDERGROUND and agreed to in this contract. GALLERY UNDERGROUND will hang show if Artist prefers, but work must be dropped off by date specified.

Artists are responsible for delivering works to be exhibited to the Gallery. **Art work accepted for exhibition may not be shipped to Gallery, nor will it be returned by mail.**

**Questions? Contact the Exhibit Coordinator via email at [info@galleryunderground.org](mailto:info@galleryunderground.org) or phone 571-483-0652**

## ***Art Exhibit Application***

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**Gallery Underground is currently accepting submissions for their 2016 exhibition schedule.**

Thank you for your interest in exhibiting at Gallery Underground. After reviewing our **Solo or Group Show Prospectus**, please complete the following application and return it with images of all the works you would like to have considered (e-mail with jpg images preferred, mailed CD of images or photographs also accepted) to the Exhibition Committee. **Applications accepted only from Greater Washington Area artists who are able to hand deliver/pick-up their work at Gallery Underground.**

Please check one: Solo show      Group Show

Artist Name or Group Name

Date:

If Group Show, name of Group Contact:

Address:

Home phone:

Work phone:

Email:

Please briefly describe the work you wish to exhibit (i.e., "oil paintings on canvas").

The ideal number of works you would like to exhibit:

The smallest number of works you would be satisfied with exhibiting:

The average size of the works you would like to exhibit:

If group show, will this exhibit be juried?    Yes                      No

If yes, name and credentials of Juror:

If no, does your group require members to be juried in order to join?    Yes                      No

**Checklist for application:**

- Completed **Application Form**
- **\$50 non-refundable payment** (online via our website or by check if forms are being mailed or delivered in person)
- Images of 5-7 works in JPG format (no larger than 1MB each)
- List of works including the title, medium, size, and sale price of each work
- Short statement about the work, one or two paragraphs in length. Consider discussing technique and materials used, and/or themes addressed.
- Please write "**Solo Show Application: Your Name**" in e-mail subject line.

**Your options for submitting materials:**

**E-mail (Preferred):** [info@galleryunderground.org](mailto:info@galleryunderground.org)

**Subject Line:** Solo Show Application: Your Name

**Mail:** Exhibition Committee  
 Gallery Underground  
 2120-A Crystal Plaza Arcade  
 Arlington, VA 22202

*Please note that mailed forms may result in delay of jurying*

**In person:** Gallery Underground  
 The Shops at 2100 Crystal Drive  
*Please note that forms delivered in person may result in delay of jurying*

Questions? Call the Exhibit Coordinator:  
**(571) 483-0652.**