



Artist Guidelines for Exhibitions

Recognizing that art is an individual representation of a person's thoughts and vision we in no way wish to censor the work of any one artist. We do, however, respectfully reserve the right to determine if the work submitted for inclusion at the Aiken Center for the Arts (ACA) is appropriate for our environment.

Please follow these guidelines when applying or choosing work for an exhibition to be shown at the ACA:

1. Please remember that the ACA is open to individuals of all ages and that art will be on display in common areas.
2. The ACA exhibits both two-dimensional and three-dimensional work, including photography, paintings, drawings, mixed media, fabric art, chalk, ink, pastels, graphite, printmaking, pottery and sculpture. Essentially, if we can hang it on a wall or if it fits on our pedestals, we will consider your art for acceptance.
3. All submissions must represent the actual artwork as closely as possible. If your work is misrepresented in anyway, we reserve the right to refuse to hang the artwork if it should be chosen for a show.
4. Digital jpeg files must be named with your name, title of piece, price, and medium.
5. The artwork submitted must be the original artwork of the artist and must not infringe on the rights of any other party. The artist must have obtained written permission of any people featured in the entries or their parents/guardians if children under 18 are featured. The artist is fully responsible to obtain all model or property releases.
6. The condition of artwork must be suitable for satisfactory display. Paintings or wall pieces must be wired and ready to hang; three-dimensional work must sit solidly on a flat surface. The Exhibition Committee reserves the right to reject any piece of artwork, which, in its opinion, is inadequately prepared for satisfactory display.
7. Unless prior arrangements are made with the ACA, all pieces should be available for purchase. A 40% commission fee will be collected by the ACA for all work sold. Checks for any pieces sold will be written at the end of the month after the end of the show.
8. At times, shows that hang at the ACA will have a theme. Artists will be told if a theme exists for a given show and at that time may determine if they wish to display a piece.
9. Times for works shown will vary. Artists will be notified when considering showing their work on the time limit of a given show. Artists will be responsible for delivering and picking up any pieces shown at the ACA by the pre-agreed upon dates and times.
10. Promotion and advertising will include an Artist Reception the first Thursday of the exhibition (6-8 PM) with beverages provided by ACA. ACA will promote the exhibit on our website, social media outlets, community calendars, member newsletter and by email. ACA will pay for the printing and mailing of up to 500 postcards provided the artist provided the Artist provides the required images to the Executive Director by the contract deadline.
11. The ACA has the right to limit the number of works to be shown or that will be for sale by any one artist at any given time.
12. Although every attempt will be made to keep work safe and secure, the ACA will not be held responsible in any way for unforeseen damage to pieces on display. The artists understand that they are responsible for insuring their own work and agree they will not hold the ACA liable in any way for damages or theft of any work on display at the ACA. ACA reserves the right to move artwork for its safety during ACA events.
13. **IMPORTANT:** All items should be SAVED to a CD or emailed. Please write your name and contact information on the disc. Please note: *if your submission is incomplete it will not be reviewed.* Materials will NOT be returned. The ACA reserves the right to refuse any work that does not meet the criteria.



Artist Exhibition Application

Thank you for your interest in showing your work at the Aiken Center for the Arts. Please complete this form and follow the instructions below.

Name:			
Address:			
City, State & Zip:			
Phone:		Email:	
Website:			
Exhibit Name or Theme:			
Medium:			
Price Range of Art:			
Interested in:	<input type="checkbox"/> Solo Show <input type="checkbox"/> Group Show	Gallery: <i>Gallery map and size available online</i>	<input type="checkbox"/> Founders (109.5 linear feet) <input type="checkbox"/> Westinghouse (72 linear feet) <input type="checkbox"/> Wyatt (80 linear feet) <input type="checkbox"/> Brooks <input type="checkbox"/> All or Any of the Above
Exhibition Dates:	2017 <input type="checkbox"/> Feb. 11- Mar. 25 <input type="checkbox"/> Mar. 27- May 6 <input type="checkbox"/> May 8- June 17 <input type="checkbox"/> June 19- July 29 <input type="checkbox"/> July 31- Sept. 10 <input type="checkbox"/> Sept. 12- Oct. 28 <input type="checkbox"/> Oct. 30- Dec. 2 <input type="checkbox"/> Dec. 4- Jan. 20, 2018		2018 <input type="checkbox"/> Accepting applications for 2018. Exhibition dates to be announced.

For an application to be considered complete, please include:

- **A CD containing 3-4 images** in jpeg format at least 300 dpi sized to 1920 x 1920 pixels.
- **Image title list, typed and in Word, Excel or PDF.** Please make sure your image list corresponds with the jeps sent.
- **One Page Resume typed and in Word or PDF,** including exhibition history, awards and grants. Please edit your resume to one page by putting only the highlights of your career.
- **Artist statement, typed and in Word or PDF:** The statement should specifically reflect the body of work you are submitting. *Please limit your statement to 300 words or less.*

Completed Applications may be submitted electronically or by mail. Please note: *if your submission is incomplete it will not be reviewed.* Materials will NOT be returned. To submit an electronic application, please email completed application form and materials to cathy.rumble@aikencenterforthearts.org. Applications may also be sent to the following address: Attn: Exhibition Committee; Aiken Center for the Arts; 122 Laurens St. SW; Aiken, SC 29801.