

# Sandler Center for the Performing Arts Gallery

## Application Guidelines



### APPLICATION PROCEDURE:

Please include:

- 1) Contact information – Name, address, contact phone number, email address, website
- 2) Current Resume/Bio
- 3) Submit 6-12 images of work in .jpeg files or quality photographs. Label all images with artist name, title, media, dimensions, and date. Include average size of pieces available for exhibition and the number of works available.

Send applications along with a CD of images to:

Sandler Center Gallery  
Office of Cultural Affairs  
201 Market St., Suite 204  
Virginia Beach, VA 23462

Or by email to [elabows@vbgov.com](mailto:elabows@vbgov.com)

- The Review Panel requires 6-12 quality photographs or digital images and a resume for consideration. Optional support material including exhibition history and artist's website will aid in the selection process. Please include a self-addressed stamped envelope for return of materials, if needed.
- Artist must be at least 18 years of age.
- Only original artwork will be considered for exhibition. An original artwork is the artist's sole creation and is not, in whole or in part, a copy of any other persons work or photograph. Preference is given to Virginia artists and large-scale work.
- Exhibits rotate every two months. Selections are made by a Review Panel.
- Images will not be returned until after the show. Artist may submit additional images for publicity.
- Works must be suitable for viewing by the general public.
- The Gallery reserves the right to select particular pieces for the show.
- By submission of an application, the artist accepts all conditions set forth in this prospectus. Incomplete applications will not be considered.
- Applications are received on an on-going basis.
- Notification will be mailed within 60 days of receipt of materials.

# Sandler Center for the Performing Arts Gallery

## Gallery Exhibition Guidelines



### Artwork

- The quality of the exhibit and the subject/theme must match that represented by application materials. The Office of Cultural Affairs reserves the right to reject any work that does not reflect the original application submissions. Only original artwork is accepted.
- Artist is responsible for shipping/delivery, preparation and pickup of works.
- At least 20-25 large pieces artwork should be included in the inventory.
- Artwork cannot be added or removed from the show during the exhibition dates.
- Artists are required to sign Loan Acknowledgement and Waiver Form.
- **The Sandler Center for the Performing Arts and the Office of Cultural Affairs will take the upmost care, but will not be held responsible for loss, theft or damage, including breakage.**
- The Sandler Center for the Performing Arts and the City of Virginia Beach are not responsible for the loss or damage of items left after the assigned pick up date.

### Exhibit Installation

- The Gallery consists of four Exhibit areas, two at approximately 25 feet and two at approximately 16 feet.
- All exhibits will be arranged and hung by Office of Cultural Affairs Staff and Sandler Center Staff.
- All two-dimensional works must be suitably and similarly framed or have gallery wrap/finished edges with a hanging device. The Cultural Affairs Office reserves the right to refuse the installation of items with faulty framing, wiring or hanging devices. No glass clip frames or sawtooth hangers.
- An inventory sheet including the artist's name, address, telephone number, email address, medium, dimensions, price and title are requested ten days before the artwork is delivered to the Sandler Center. Please provide a written description of each piece to help with labeling.
- At the time of installation, the artist is responsible for providing a complete inventory of works.
- The Cultural Affairs Office will create gallery labels for each work with the following information:

Artist Name Title of Piece Medium and Price Artist Contact Info
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## **Marketing**

- The artist is to provide a resume, artist statement and Loan Acknowledgement and Waiver Agreement within 30 days of receiving notification of acceptance. The Office of Cultural Affairs reserves the right to edit.
- The Office of Cultural Affairs will create and broadcast press releases to the media and include the exhibit in its monthly E-newsletter. The exhibit will be posted on the Sandler Center for the Performing Arts website and rack cards will be printed. The Sandler Center and the Office of Cultural Affairs cannot provide any paid advertisements for the exhibit.
- The artist is encouraged to place business cards, brochures and other marketing materials on both floors during the exhibit.
- Sales will be handled by the individual artist. There will be no commission charged to the artist.

## **Opening Reception**

- The Sandler Center Foundation will host an opening reception, if that is agreeable to the artist.
- This event will be free and open to the public and scheduled for a convenient time for both the Sandler Center and the artist.
- The Office of Cultural Affairs will send two separate email invitations to our mailing list, three weeks and one week prior to the reception.
- We strongly encourage the artist to personally invite their customers, colleagues, friends and neighbors to the reception.
- The reception information will also be posted on the Sandler Center website. Complimentary food and drink will be provided.
- The artist will be provided with the opportunity to speak about the artwork.

***For more information or for questions, please contact Hazel Turner at (757) 385-2526 or [hturner@vbgov.com](mailto:hturner@vbgov.com).***

Edited February 2017