

North Charleston City Gallery
 North Charleston Performing Arts Center /
 Charleston Area Convention Center Complex

Application Guidelines

- Only original artwork completed within the last two years will be considered for exhibition. An original artwork is the artists sole creation and is not, in whole or in part, a copy of any other persons work or photograph. Preference is given to SC artists.
- Artist must be at least 18 years of age and may apply individually or with a group. Themed exhibition proposals are acceptable.
- Exhibits rotate monthly and may feature two or more artists. Selections are made by a Review Panel.
- The Review Panel requires a minimum of 5 quality photographs, slides, or digital images for consideration. Optional support material including resume, exhibit history, and artist's website will aid in the selection process. Use the form on the back panel or attach separate sheets.
- 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.
- Works previously exhibited at the North Charleston City Gallery are ineligible for future shows. Exceptions will be made if the works previously exhibited were included in exhibits on loan from the S.C. State Museum or are part of a retrospective show.
- Three-dimensional works will be considered only for wall installations hung from a bracket system. The artist is responsible for providing any specialized display equipment needed and the walls cannot be damaged or altered in any way.
- 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.
- Artists who will not be dropping off their work in person are responsible for all costs associated with the shipping to and from the gallery.
- Applications received by **November 30** will be reviewed for the upcoming July – June calendar.
- Notification will be mailed within 60 days after deadline.

Exhibition Guidelines

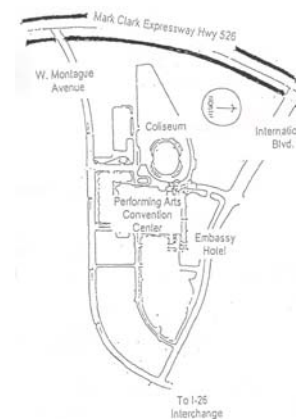
- The Cultural Arts Department will create and broadcast press releases to the media concerning the exhibit. The artist is to provide Resume, Artist Statement and Exhibition Agreement within 30 days of receiving notification of acceptance. The Cultural Arts Department reserves the right to edit.
- On request, the Cultural Arts Department will print up to 200 color postcards for an individual or up to 500 color postcards for a group, with an image of the artist's/group's work, to advertise the opening reception and exhibition. The artist/group will provide the necessary information and image at 300dpi resolution within 45 days of the exhibition.
- Themed exhibits will be coordinated by artist submitting proposal, with assistance and guidance from the Cultural Arts Department.
- The quality of the exhibit and subject/theme must match that represented by application materials. The Cultural Arts Department reserves the right to reject any work that does not reflect the original application submissions. Only original artwork is accepted.
- Artists are encouraged to assist gallery staff in installing and dismantling their exhibit as scheduled.
- The City of North Charleston is not responsible for loss or damage of items left after the assigned pick up date.
- The gallery consists of two walls at 75 and 77 feet, respectively. Artists will be assigned one wall if they are sharing the month with another artist or they may use both walls for a solo show.
- All two-dimensional works must be framed or have gallery wrap / finished edges with a hanging device. The Cultural Arts Department reserves the right to refuse the installation of items with faulty framing, wiring or hanging devices. No glass clip frames or sawtooth hangers.
- The Cultural Arts Department will create title cards. Each typed card will include artist name, title, medium, size, sale price, POR or NFS, including 10% commission. This information is due one week before the start of the exhibition.
- At the time of installation, the artist is responsible for completing a city log-in form (blank forms are available at the gallery) or providing a complete inventory of works.
- Artwork cannot be added or removed from the show during the exhibition dates. In order to avoid incurring shipping costs, an exception will be made if an item sells to an out of town visitor. In this case,

- the artist will be contacted and offered the opportunity to bring a replacement piece.
- The Cultural Arts Department will collect 10% on all sales resulting directly from the exhibition.
- The gallery will arrange shipping of sold pieces. Shipping costs will be added to the price of the item.
- The artist may choose to feature the sale of prints, note cards, or other small works for the duration of the exhibit. Items for sale must be pre-approved by the Cultural Arts Department. A 10% commission will apply. Print bins are available and two 12 x 12 x 24 inch shelves will be provided in a glass display case. An inventory of this work is due one week before the start of the exhibition.
- The artist may provide their own original brochures, business cards, supplemental handouts and guest book.
- An optional reception will be provided by the Cultural Arts Department on the first Thursday of the exhibition month from 5:00-7:00PM. The artist/group will indicate if a reception is requested on the exhibition agreement, due within 30 days of its receipt.
- The complex has a professional security system and the exhibit is monitored.

Mail application to:
 City of North Charleston Cultural Arts Department
 North Charleston City Gallery
 P.O. Box 190016
 North Charleston, SC 29419-9016

Call (843)740-5854 or
 e-mail culturalarts@northcharleston.org
 for more information

To view the gallery visit www.northcharleston.org



North Charleston City Gallery Application
DETACH AND REMIT
 Include SASE for return of materials.

NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE (H) _____ (W) _____
 EMAIL _____

LIST ANY MONTHS THIS SHOW WILL NOT BE AVAILABLE:

Label images with your name and corresponding number below and indicate top with an arrow in the upper right hand corner.

1. TITLE _____
 MEDIUM _____ DIMENSIONS _____
 INSURANCE VALUE/SALE PRICE \$ _____

2. TITLE _____
 MEDIUM _____ DIMENSIONS _____
 INSURANCE VALUE/SALE PRICE \$ _____

3. TITLE _____
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4. TITLE _____
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5. TITLE _____
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10. TITLE _____
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Optional Support Material

