

## **Instructions for Artists wishing to exhibit at RRUUC**

**revised 10/5/17**

### **Purpose of art exhibits at RRUUC**

The River Road Unitarian Universalist Congregation (RRUUC) has for many years supported local artists in the community by providing a venue for artists' exhibits. Displaying art at RRUUC provides beauty and spiritual enrichment for our members and others using the building. Because both artists and the congregation benefit from sales at exhibits, at least three-fourths of the art work in a show should be for sale.

### **Venue**

Exhibits are held in the congregation's Fellowship Hall. The Fellowship Hall has two full walls with approximately 55 feet of available wall space for 2D art.

### **Insurance**

RRUUC does not carry insurance for art exhibited in shows. RRUUC will take care to protect your work, but it is your responsibility to accept liability for any loss or damage related to exhibiting your art in this venue.

### **Who is eligible?**

RRUUC encourages both new and experienced artists to exhibit their work, especially artists who are local to the Washington area. Artists do not have to be congregation members. Several artists may wish to have a group exhibit. See special instructions for groups below.

Artists may exhibit more than once, but must wait at least 3 years between shows and the shows must be different in content.

### **Application process**

Contact the RRUUC office (301-229-0400) and let them know that you are interested in exhibiting your art at RRUUC. At that time you may also arrange to see the exhibit space.

The office will contact the Fine Arts Committee, and a committee representative will contact you to discuss your proposal. There are no specific deadlines. Applications are received at any time.

### **The Application**

Your application should include the following:

- Your name, email, telephone number and mailing address
- The title of your show
- The theme of your show
- 6 high resolution jpeg images of your artwork, representative of what you plan to show, at least 1000 pixels on the long side. Label each image with your name and the title of the image.
- An artist statement.
- A brief biographical statement or resume about you as an artist, including previous shows in which you have participated.
- A description of how your art will be mounted and hung, especially if it is not a standard frame with wire on the back. Include the typical size of your art as hung.

All these items should be assembled by the artist so they can be uploaded into a Dropbox folder which will be setup by the Fine Arts committee for each artist. The submission will include jpeg images and text in Word or PDF files.

### **Special application instructions for groups applying together**

If there are 4 or fewer artists applying together, information should be provided about each artist, i.e., biography and 3 to 4 images, with typical sizes in inches. If the group is larger, you must describe how participants will be selected and provide 12 representative images with typical sizes. Consult with the Fine Arts committee as you put together your application.

### **The Review**

The committee meets to jury potential exhibitors approximately three times a year, depending on when applications are received. After the Fine Arts Committee reviews your application, a committee representative will contact you. If your art work is accepted a time slot will then be scheduled for your exhibit and a curator from the Fine Arts committee will be assigned to help you with your exhibit. Your curator will help you schedule the hanging of your show and take down, as well as the opening reception.

## **The Contract**

Once your schedule is set, you will be mailed a contract to fill out and sign. The contract fixes the dates associated with your show and asks you to abide by all the points in these instructions.

## **Subject matter and presentation**

Although the subject matter of the work is completely up to you, artists should bear in mind that RRUUC is a religious institution and works should be appropriate for a wide range of ages and audiences, including young children.

Works of art should be attractively matted and/or framed, as appropriate to the medium, and must be able to hang on the RRUUC equipment. RRUUC uses the Walker system and has a supply of rods brackets and hooks. The system permits hanging more than one small piece on a rod.

## **Publicity**

RRUUC will publicize your show in its newsletter and on its website. You are responsible for publicity outside the congregation. Invitations should not imply "RRUUC invites...." but you can include the RRUUC's web site in your invitation: [www.rruuc.org](http://www.rruuc.org). The building where your show will take place is heavily used and thus will have considerable exposure to members and visitors. Your curator can be a source of advice on how to proceed.

For publicity, you will provide to your curator statements regarding your exhibit and artistic experience two months before your exhibit. RRUUC agrees to provide publicity for your show via the RRUUC eWeekly, RRUUC Sunday bulletin, and RRUUC website.

## **Hanging the exhibit**

Artists are expected to hang their own show. It is recommended that you bring a friend to help with hanging. Your curator will be present at the hanging of your exhibit for advice and assistance. It is your responsibility to provide and attach labels to the artwork which link the art to a price list, and it is your responsibility to make sure that price lists are available throughout the duration of your exhibit. The Fine Arts Committee will provide UHU Tac Removable Adhesive Putty for your use if labels are to be attached to the walls; no other material may be used to attach anything to the walls. No existing fixtures, including the piano, can be moved and no nails may be used on any wall.

A piece of art may be hung in the foyer along with a generic framed sign for announcing exhibits.

## **Opening reception**

Artists are encouraged to hold a reception, as this is the occasion at which most sales take place. The reception — including invitations, refreshments, dishes and utensils, and servers — is your responsibility. For receptions you have use of the Fellowship Hall and kitchen. Note: if you want to use the kitchen for cooking as opposed to just setting up, the kitchen needs to be reserved separately. The Fellowship Hall has tables that may be arranged as needed for the reception. Your curator will be at the reception to assist with sales.

## **Sales**

No later than the time of the opening reception (and preferably before the first Sunday of your exhibit), you must make a list of each piece of art displayed and its title, size and price, for use both by the Fine Arts Committee, and by those viewing the exhibit.

RRUUC does not charge a fee for exhibiting, but receives 20% of the total sales. All sales are handled by the curator and accompanied by a purchase order form and a check made out to RRUUC, not to the artist. RRUUC will issue you a check for 80% of the total sales after your exhibit closes. The curator will notify the office of the works sold.

No piece of art can be taken down before the end of the exhibit.

Any sales resulting from the exhibit at RRUUC (even if occurring after the exhibit closes) are subject to the process outlined here and will involve paying 20% to RRUUC.

## **Take Down**

Artists will remove all their art works on the day of take down. They are also responsible for making arrangements with any purchaser about how to pick up the art work. RRUUC does not have storage space for art.