

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

### **revised 3/13/2024**

### **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 artwork 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. In addition we have a tall glass case with 4 12" x 12" glass shelves for 3D art. This case has a lock on it.

### **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 at RRUUC 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. You are strongly encouraged to arrange with the office to see the exhibit space before submitting your application.

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. These can be submitted as an attachment to your application.
- An artist's 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.

The application should be sent in an e-mail to the chair of the Fine Arts Committee Katherine Hubley at [kjshubley@gmail.com](mailto:kjshubley@gmail.com). She will then forward this to the other member on the committee.

### **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

After the Fine Arts Committee reviews your application, a committee representative will contact you. If your artwork 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 facilitate your exhibit. Your curator will help you schedule hanging of your show and taking it down, and 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, framed, or otherwise ready for gallery-setting display, as appropriate to the medium, and should be prepared to be hung 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 website 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 and RRUUC website. Please provide 2-6 photos to your curator to use for publicity.

**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 beside the artwork that 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. No adjustments to the lighting system may be made under any circumstances.**

**A piece of art is hung in the foyer (along with the generic framed sign that announces exhibits in the Fellowship Hall).**

## 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, servers and clean-up — 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

Before the first Sunday after your exhibit is hung, you must make a list of each piece of art displayed and its title 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, or a payment through a QR Code payable 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 artwork on the day of take down. Artists are also responsible for deciding with any purchaser about how to pick up the artwork. RRUUC does not have storage space for art.

## **Artist Checklist:**

\_\_\_\_\_ **Send signed contract to Chair of Fine Arts Committee**  
([kjshubley@gmail.com](mailto:kjshubley@gmail.com))

\_\_\_\_\_ **Coordinate with Curator to review:**

- **List of all works to be exhibited (with titles and prices)**
- **Labels for all pieces (standard size - to include title and price)**
- **Logistics for Reception (signage or balloons at end of Driveway if desired)**
- **If they would like, may work with curator to schedule an "Artist talk" in addition to the reception.**

\_\_\_\_\_ **Provide to Curator for RRUUC Publicity**

- **curator statements regarding your exhibit and artistic experience**
- **2- 6 photos of your work**