



## EXHIBITION PROPOSAL FORM

See *Prospectus* for full directions. Please type or print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Proposed exhibition title: \_\_\_\_\_

Solo Exhibition

Group Exhibition

Medium: \_\_\_\_\_ Number of works: \_\_\_\_\_ Size of works: \_\_\_\_\_

Have you previously exhibited this body of work at other venues, and/or is it scheduled to show at other venues? If yes, please list each venue and the dates of exhibition. Note: The Visual Arts Center is primarily interested in proposals for exhibitions that will not be, and have not recently been, shown within a 90 mile radius of the Washington Pavilion.

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Please include the following materials by e-mail attachment, downloadable link, or mailed disc:

- Exhibition Proposal Form
- Resume(s)
- Biography
- Artist Statement(s)
- Exhibition Description
- Budget

- Image List
- 15-20 Digital Images
- For Video or Interactive Submissions ONLY:  
links or disc and representative JPEGs
- Optional Supporting Materials: catalogs,  
reviews, etc.

**Agreement to Participate:**

Submitting this proposal form indicates that you agree with the conditions of entry and exhibition as outlined in the Prospectus. Pending the acceptance of your proposal and a formal contract, the submission of this form also means that you agree to make your work available to the Visual Arts Center if it is selected for exhibition.

MAIL TO: Meagan Dion  
Lead Curator, Visual Arts Center  
301 S. Main Ave  
Sioux Falls, SD 57104

or E-MAIL WITH "[Last name]-Proposal" in the subject line:  
[visualartscenter@washingtonpavilion.org](mailto:visualartscenter@washingtonpavilion.org)

FOR STAFF USE ONLY: \_\_\_\_\_ Date Received \_\_\_\_\_ Format  Review A  Review B

RS: \_\_\_\_\_ by \_\_\_\_\_

# CALL FOR EXHIBITION PROPOSALS: PROSPECTUS

## I. Background

### A. Mission of the Visual Arts Center & the Washington Pavilion

The Visual Arts Center of the Washington Pavilion is accredited by the American Association of Museums. The mission of the Visual Arts Center is to bring the visual arts to children and adults through exhibitions, education, collections and special events. The mission of the Washington Pavilion is to educate, entertain, inspire and to enrich our community by making arts and science a part of our lives. The vision of the Washington Pavilion is to be the region's premier arts and cultural institution and a national model for multifaceted community based institutions.

### B. Eligibility

The Visual Arts Center welcomes proposals for exhibitions of artwork from all historical periods, media and genres of visual art. Proposals may be submitted by artists, curators, collectors or agents of exhibitions.

### C. Selection Process

Proposals for exhibitions at the Visual Arts Center are accepted and reviewed on a rolling basis throughout the year. The Exhibition Committee meets on the third Wednesday of every other month to review proposals. The exhibition schedule is booked 1-3 years in advance. Exhibitions are selected based upon the quality of the work in the proposal, the strength of the exhibition concept, the compatibility of the proposed exhibition with the existing exhibition calendar and the relevance of the proposal to the mission of the Visual Arts Center.

### D. Delivery & Return of Work

All works selected for exhibition must arrive ready to install. Works not gallery-ready, or not exhibiting good craft, may be disqualified from exhibition. If the works do not conform to what is presented in the submission, the Visual Arts Center retains the right to withdraw works or cancel exhibitions at its discretion. Work may be hand delivered or shipped. Shipped works must be sent in easily reusable packaging. Works will be returned in the same manner as delivered. Exhibited work will remain on display for the duration of the exhibition. Items not picked up on time may be subject to storage fees. Works not claimed within 30 days of the end of the exhibition will become the property of the Visual Arts Center.

### E. Stipend

The Visual Arts Center provides exhibition stipends ranging from \$300-\$1200. Stipends are proportional to the size and scope of an exhibition, and vary according to gallery placement. Other funds may be awarded for costs such as shipping on a case-by-case basis.

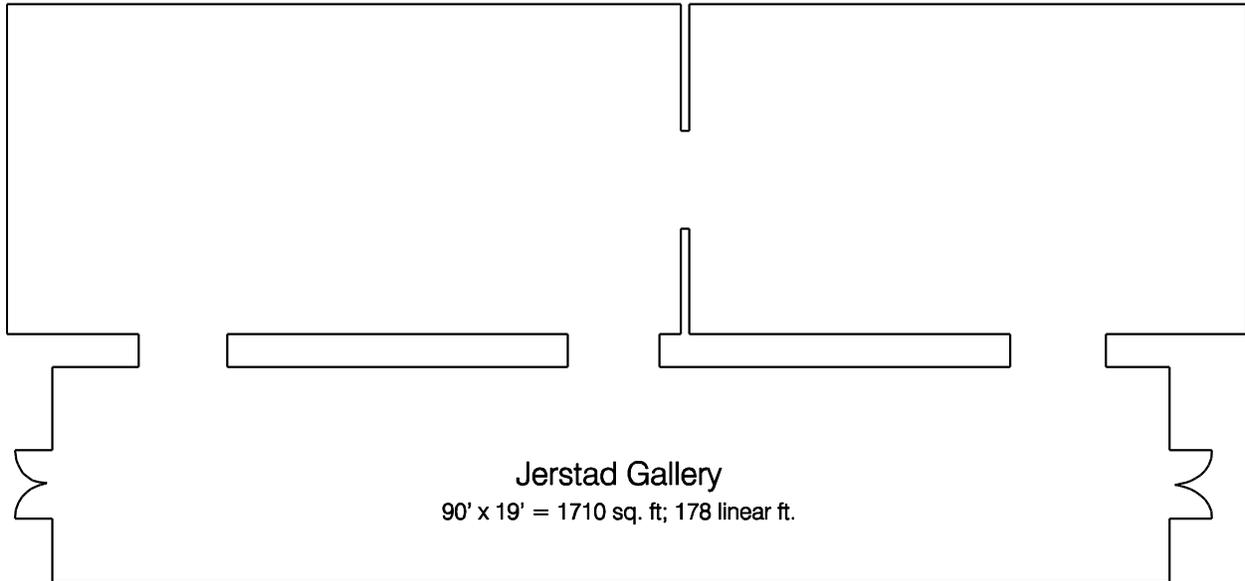
### F. Sale of Work

All work, unless indicated as not for sale (NFS), will be available for sale during the exhibition. The Visual Arts Center will retain a commission of 30% on all artwork sold during the exhibition.

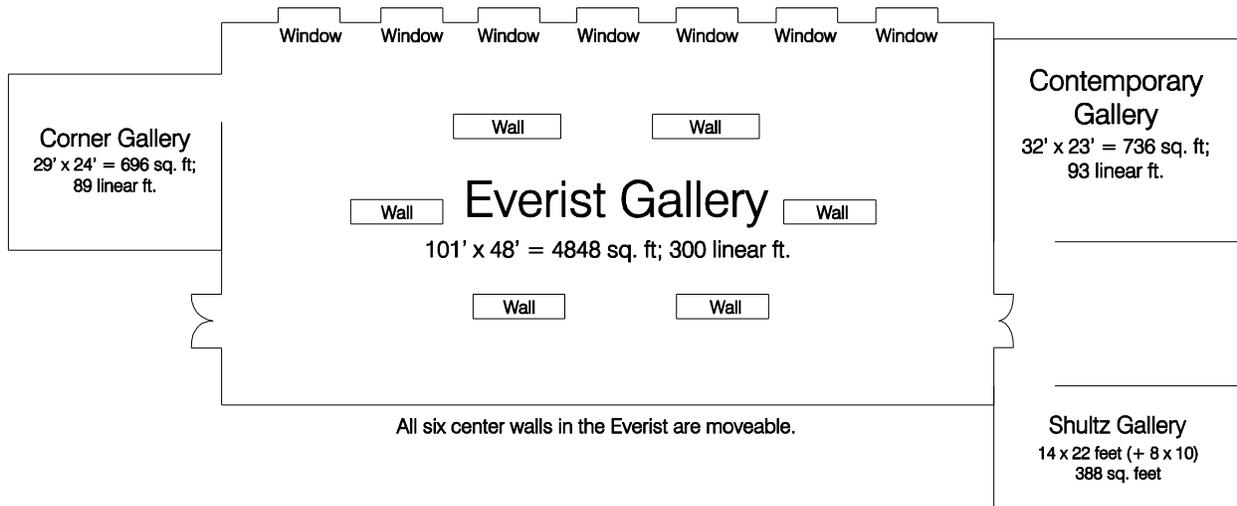
### G. Exhibition Spaces

The Visual Arts Center invites proposals for the Contemporary, Jerstad, Shultz, Everist and Corner galleries. Gallery maps included on the next page.

## Second Floor Galleries



## Third Floor Galleries



## II. Application Materials Needed

### A. Resume [PDF]

Submit resumes of 1-4 pages for all relevant personnel involved in the project. Please include contact information.

### B. Biography [PDF]

Submit a third person narrative of 100-350 words detailing your personal and professional history as it pertains to the body of work in the proposed exhibition.

### C. Artist Statement [PDF]

Submit an Artist or Curatorial Statement of 200-350 words for all relevant personnel involved in the project. Statements must be specific to the artwork in the proposed exhibition.

### D. Exhibition Description [PDF]

Describe the premise and content of the exhibition in 350-500 words.

- Describe how the content of the exhibition relates to the mission of the Visual Arts Center and the Washington Pavilion. Why are you interested in showing at the Visual Arts Center?
- Include any special display needs for the exhibition outside of normal parameters. Normal parameters include works hung directly on walls with hooks or wires, or installed in display cases with standard lighting needs.
- If the size of the exhibition is flexible and negotiable, please note the acceptable range in terms of number of works and linear or square footage needed.
- Provide a proposed timeframe for the exhibition and your level of flexibility within that timeframe.

### E. Digital Images [JPEG]

Submit 15-20 digital images. Images should be high quality and **no smaller than 1000 pixels in any direction and 72dpi. Images should range from 700kb to 2mb in file size.** Include an **image list** that corresponds to the images sent, including titles, media, dimensions and dates of the works.

All entry files must be named with the artist's last name (underscore) first name, followed by the entry number as noted on the accompanying image list (i.e. Smith\_Jane\_1.jpg).

- Installation views: If including installation views, please list the title and location of the installed exhibition on the accompanying image list.
- Detail and installation view images must include the word 'detail' in the filename (i.e. Smith\_Jane\_1detail1.jpg or Smith\_Jane\_1Installation1.jpg).
- Note whether the images submitted are the actual pieces that will be in the exhibition or are representative of the work in general, when the works are yet to be created. Images of actual pieces are strongly preferred.
- Images may be sent by disc, e-mail attachment or downloadable link. Acceptable formats for links include Box.com and WeTransfer. Please do not submit links through DropBox.com.

### F. Video & Interactive Submissions [Link or disc & representative JPEGs]

Video or interactive submissions should be submitted by disc or in the form of a link to a viewable online copy of each work AND a single representative JPEG image for each work.

- Online submissions should include the video in its full length. It is understood that online versions of video files may be lower quality than those expected for exhibition.
- Video links should link directly to online or downloadable content that does NOT require a password or membership to view. Acceptable formats include YouTube, Vimeo, Box.com and WeTransfer. Please do not submit links through DropBox.com.

**G. Budget [PDF]**

Submit a budget estimate of one page or less as a table and/or written description:

- Please list any existing or potential sources of funding, including sponsorships or grants for which you have applied or plan to apply.
- Include costs of shipping or transporting works to and from the Visual Arts Center.
- Standard expenses and services provided by the Visual Arts Center usually include wall to wall insurance for the works, stipend, reception, one main text panel, object labels and gallery brochure. Needs outside of this scope should be noted in the budget.

**H. Optional Support Materials [Hard copies or PDFs of scanned materials]**

Feel free to include any catalogs, brochures, reviews or copies of other press material that you would like to include with the submission.

**The application process is free. Please do not send any originals, and note that submitted materials will not be returned unless requested and accompanied by sufficient postage and packaging.**

Direct questions to:

[visualartscenter@washingtongpavilion.org](mailto:visualartscenter@washingtongpavilion.org)

Mail proposal materials to:

Curator, Visual Arts Center  
 Washington Pavilion of Arts and Science  
 301 S. Main Ave.  
 Sioux Falls, SD 57104  
 Phone: (605) 367-7397 ext. 2412  
 Fax: (605) 367-7399

—OR—

E-mail application materials to:

[visualartscenter@washingtongpavilion.org](mailto:visualartscenter@washingtongpavilion.org)  
 with “[Last name]-Proposal” in the subject line.

<p><b><u>Proposal Checklist</u></b></p> <p><b>All materials must be PC compatible.</b></p> <p><input type="checkbox"/> Proposal Form</p> <p><input type="checkbox"/> Resume(s)</p> <p><input type="checkbox"/> Biography</p> <p><input type="checkbox"/> Artist Statement(s)</p> <p><input type="checkbox"/> Exhibition Description</p> <p><input type="checkbox"/> Budget</p> <p><input type="checkbox"/> Digital Images or Video</p> <p><input type="checkbox"/> Optional Support Materials</p> <p><input type="checkbox"/> SASE (if you would like your application materials returned)</p>
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