CHEHALEM
CULTURAL CENTER

Contact the Arts Coordinator, Carissa Smith-Burkett at carissa@chehalemculturalcenter.org

EXHIBITION PROPOSAL REQUIREMENTS:

Please provide a statement of:

- Artwork style, media, and conceptual background
- Earliest date of availability for your artwork to go on display
- Proposed exhibition title (if you have one)
- Short explanation of exhibition concept
- Size range of artwork
- A range (or estimate) of the total number of pieces in show
- Artist CV/Resume
- CD or e-mail containing 5–15 high quality artwork images. Note: these must be images of the actual works that will be included in the proposed exhibition. If the artwork to be exhibited is yet to be produced, include sample photos that match style, size, and media requirements for the proposed exhibition to give the committee an idea of the final results.

GENERAL INFO ON CCC EXHIBITION POLICIES:

PROMOTION: The gallery will print a promotional flier for each exhibition. While the design of promotional material may be discussed with exhibiting artists, all final decisions are made by gallery staff.

INSURANCE: From the time the work is received by the Gallery through the stated pick-up date, CCC will insure the work to the benefit of the artist in an amount equal to the artist's portion of the retail sales price, up to $2,500 per piece, with an exhibition cap at $100,000. A completed inventory list must be provided at least one week prior to the exhibition opening to insure artwork. Artists/owners should insure the work at all other times.

GENERAL INSTALLATION (subject to change based on artwork/exhibition concept)

- Artwork center at 60 in. for all hanging pieces (installations excluded)
- Labels printed in house
- Artwork installed by arts coordinator and team
- All artwork must come to the gallery fully ready to hang or display, in the manner previously agreed upon in the exhibition proposal. Artwork not deemed presentation-worthy by the gallery's curatorial staff will not be accepted for exhibition.

RETURNS: Artists and artwork owners have the choice to either pick up artwork in person on a date specified by the gallery, or to provide packing materials and prepaid shipping labels for all artwork to be returned.

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Artists/owners are held responsible for any accidents in transit due to faulty packing materials. Shipping may be negotiated.

ARCHIVING: Each gallery exhibition should be archived in the Chehalem Cultural Center system in the following ways:

- All exhibition paperwork should be saved and filed in its physical format, as well as scanned and saved as PDF files.
- Copies of promotional materials should be saved as both physical artifacts and as PDF files.
- Photos of the exhibition, as well as all artwork that was displayed therein should be saved as digital files.
- Ephemera relating to the exhibition such as newspaper or magazine articles should be saved as both physical artifacts and as PDF files.