



# Museum & Arts Center

in the Sequim-Dungeness Valley

175 West Cedar Street, Sequim, Washington 98382

Phone 360-681-2257

[info@macsequim.org](mailto:info@macsequim.org)

[www.macsequim.org](http://www.macsequim.org)

## EXHIBIT APPLICATION

The Museum and Arts Center (MAC) welcomes proposals for individual and group exhibitions for a one-month period at 175 West Cedar Street, Sequim. Submissions are accepted on an ongoing basis reviewed quarterly by the Exhibition Committee. The committee includes artists, art professionals, Board of Trustees, members, and the Executive Director.

Artists may resubmit to the Exhibition Committee one year after the closing date of their last exhibit. To incorporate more opportunities for artists and groups of artists, exhibitions may be limited to every other year. If you need help with technical or written components of your exhibit, the committee will be glad to assist you

MAC does not assume any responsibility for the damage, destruction, or loss of any materials while they are displayed or stored. Exhibitors may contact their home insurance company for coverage outside the home. All artwork must be ready to hang in a professional manner and guidelines are available. The Exhibition Committee reserves the right to refuse work that was not equivalent with the artist's submission. If you have specific questions, please call the director at 681-2257, 9:30 am to 1:00 pm, Monday through Friday.

Please complete the Application, required attachments, and the cd with your images. After you are accepted, we will send you the Loan Agreement Form and General Exhibit Information. The Loan Agreement Form may be submitted closer to the exhibition date, to allow new work to be entered.

Thank you for your interest in being a Featured Artist at MAC.

### Contact Information

Copy and attach for all artists exhibiting.

Name	
Address	
Email	Web site
Home Phone	Cell

### B. Statement

Please provide a short statement about your work or the group show. If you have a prepared artist's statement or brochure, submit it with this application instead of this statement.

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### C. Images

Please provide up to 25 jpeg or pdf images of your work. The preferred image size is 1024 pixels at 72 dpi. Attach a separate sheet with the following information: title, size, estimated weight, and medium.



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## **D. Exhibit Requirements & Commissions**

If you would like to offer your work for sale, we will handle the transaction and charge a 25% commission. Consignment agreement forms will be available at time of entry. No art may be removed until after the exhibit.

We will use images of your art on our website, and in promotional material for this exhibit. Please let us know any restrictions beforehand. Typically, the artist selects the images we submit to the press, and we submit at least two different images per newspaper to avoid duplication. We do not retain images of individual pieces; however, we may retain images of the reception and gallery in general as part of our organizational history.

The Exhibit Committee installs the work for the best overall look of the gallery. Exhibitors are no longer allowed to hang their own show except if there is a site-specific piece. We cannot let anyone who is not a MAC staff person on the ladder due to liability.

We use Gallery System Hanging hardware. The Gallery System is a high end hanging system designed for art and it holds up to 50 lbs. Two or three pieces may be hung on one hanging wire. Best results occur when the framing wire is one third from the top. Museum putty may be used for stabilization.

The exhibitor is responsible for any damage to cases, or to other museum property, and will be expected to repair or cover the costs of any damages. No permanent changes or holes may be made to walls or cases. Use of electrical outlets is forbidden without prior permission.

The Exhibit Committee sets the installation/dismount dates with you. Exhibitors need to be present to pick up the work. We retain the right to discard materials not retrieved after four weeks from the dismount date.

Upon the completion of the installation, the Museum Director reserves the right of final review prior to opening. The Director may remove pieces that do not fit the Museum and Arts Center Exhibit Policy, or that are not up to the hanging standards provided in this document.

By signing this, I agree to the aforementioned requirements for an exhibit at the Museum and Arts Center.

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Name	Date
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### ***For office use only***

*Date received* \_\_\_\_\_

*Date to Exhibit Committee Chair* \_\_\_\_\_

*Proposed Exhibition Dates* \_\_\_\_\_

*Loan Agreement Sent* \_\_\_\_\_

*Installation Date* \_\_\_\_\_

*Dismount Date* \_\_\_\_\_

*Reception Date* \_\_\_\_\_