



AMAZING THINGS ARTS CENTER

Creating Community Through the Arts

Amazing Things Artist Submission Form

Thank you for your interest in exhibiting with Amazing Things! Review and fill out this form carefully. Please print clearly. Incomplete forms will not be accepted. **Please note:** Not all submissions will be chosen to exhibit with Amazing Things.

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Please select which gallery you would like to be considered for:

- Gallery160**
Located on the 2nd floor of 160 Hollis Street. Consists of 3 separate rooms of varying sizes. Reserved for group & juried shows with very few exceptions. All mediums and subject matters accepted. **Submission Fee: \$30**
- Stage Gallery**
Located on the 1st floor of 160 Hollis Street. Suitable for large, flat artwork. 1- 4 artists can participate. Some content and medium restrictions. **Submission Fee: \$15**

Artist's Name Date

Address City State Zip

Phone Number Is Texting Okay? Email Address

Website Artistic Medium(s)

Show Title Proposed Dates How Will You be Paying the Submission Fee?

Are You a Member? How Did You Hear About Us?



Gallery Show Proposal

Proposals accepted all year. There is a fee to submit a proposal. To submit, fill out this form with all attachments and send to gallery@amazingthings.org or mail to **160 Hollis Street, Framingham, MA 01702, ATTN: Gallery**. Please do not send original works if submitting by mail, only send copies. We are not responsible for returning originals sent to us. You will be notified of acceptance via email. Do not call about your submission. They will be reviewed in the order they were received.

A brief description of the show (theme, objective, solo or group exhibition, etc):

If you are proposing a group show, please list artists in the show (include websites & emails)

Images

Please attach 3 examples of work you wish to display in the show. If you are applying via email please use jpeg files. Please label your images clearly. ***For group shows, please send 1 example from each artist that best represents their body of work.**

Other Attachments

You can include an artist statement or bio, but are not required to do so. If applicable, please attach a list of previous exhibits that you have participated in. If your show is for a club or organization include a brief description of the organization.

Submission Fee

A **non-refundable** submission fee **must** be received with this submission form to be considered for a show. Payment may be made by check, cash, or credit card. Make all checks out to Amazing Things Arts Center. You may call to pay with a card: 508-405-2787. The fees vary for each gallery:

Gallery160 - \$30 | Stage Gallery - \$15

Artist's Signature

Date

Terms and Conditions Upon Acceptance

1. Preparation

Prior to delivery, Works **must** be prepped & ready to hang. Framed & canvas pieces **must** be tightly wired & canvas pieces **must** be gallery wrapped. The Gallery uses a Click Rail System, please consider this while preparing your Works. Any Works using clip frames, saw-tooth hangers, & nails **will not be accepted**. Paper pieces **must** be framed. If the Works are light enough, command strips, provided by the artist, can be used but **must** be tested prior to hanging to ensure they can hold the weight of the piece. **If the Gallery has to prep or Wire the pieces, a \$10 fee will be charged per piece.**

2. Content Restrictions

Gallery160 is open to all subject matters, but we ask that the artist consider the content of their Work before submitting it. Stage Gallery will not accept nudes, political, religious, violent, & controversial pieces. Stage Gallery only accepts Works that can be hung on a wall & will not obstruct the walkways. 3D works will be considered if they fit within these parameters.

3. Delivery & Installation of Works

On the date set by the gallery, Works **must** be hand delivered, no exceptions. The Gallery is not responsible for damage caused during the delivery. It is up to the artist to ensure all Works are securely packaged to prevent damages. The Artist will hang the Works themselves or with the assistance of the Gallery Coordinator if requested. If the artist is unable to hang their works they **must** alert the gallery prior to the date of delivery so other arrangements can be made.

4. Pricing & Sales

The Gallery prefers all work be for sale. Prices are set by the artist; the gallery adds Massachusetts sales tax (6.25%) to all pieces when sold. All sales go through Amazing Things Arts Center. The artist will be notified of a sale within a week of the gallery receiving payment. The Artist must pick up their check at Amazing Things after scheduling a time with the office to do so. Checks **will not** be mailed out unless specifically requested.

5. Commissions

For non-members the gallery will receive 35% of the sales after tax. If you are an Amazing Things member, the gallery will receive 25% of the sales after tax.

6. Marketing

The gallery will provide emails for the show. The artist may choose to create their own invitations or marketing materials for the show, but they **must** include the Amazing Things logo, address, office number, & gallery hours. Gallery160 will have an opening reception set by the Gallery Coordinator. Food & drinks will be provided by the artist. Stage Gallery does not have receptions.

7. PR Materials

At least **2 months prior** to the show the artist **must** provide 3 high res Jpg files of Works, & a list of every piece in the show with the following information: title, medium, size, & price. Artists can provide an artist statement or bio if they wish. The gallery will provide labels.

8. Insurance

Amazing Things Arts Center has \$50,000 insurance coverage. The gallery is not responsible for losses including, but not limited to indirect, incidental or consequential damages.

9. Removal of Works

All Works **must** be removed by the artist on the date set by the gallery. The artist **must** sign out their work upon removal. If a Work has been sold it is the responsibility of the customer to remove the Work, not the artist. **Works will become the property of Amazing Things if not picked up within 2 months of the removal date.**

10. Miscellaneous

Any modifications to this agreement **must** be in writing & signed by both parties. This agreement is an understanding between both parties. The contract **must** be returned at least 2 Months before the installation date, if the contract is not returned or filled out completely the Gallery Coordinator has the right to **cancel the show.**