



The Oliver Art Center  
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[www.oliverartcenterfrankfort.org](http://www.oliverartcenterfrankfort.org)  
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## Gallery Exhibition Proposal: Application and Checklist

Thank you for your interest in exhibiting at Oliver Art Center! All decisions are made by a Gallery Committee composed of several staff members and volunteers. Most of our exhibitions are group exhibitions. Artists are evaluated individually and usually placed into group exhibitions of 2-10 artists, and occasionally solo exhibitions, by the gallery committee. If submitting as part of an already established group, artists are asked to indicate whether they would like to be evaluated individually in the case that the established group proposal is not accepted.

Artists chosen to exhibit are strongly encouraged to attend their opening reception (if allowed by pandemic mandates and Oliver Art Center Board) and may be asked to present a public lecture, discussion, or demo. Oliver Art Center designs, orders and mails promotional postcards for each exhibit and hosts an opening reception (if allowed by pandemic mandates and Oliver Art Center Board). At least 50% of the exhibited work must be for sale. The artist receives 70% of the retail price of any artwork sold during the exhibition. Oliver Art Center receives 30%.

**All gallery proposal submissions are preferred to be digital; either sent as an email or mailed in the form of a CD or flash drive. CDs, flash drives, paperwork or photos will not be returned to the artist. Slides are not accepted, but if a digital submission is not feasible, 10 photographs on paper, and the application, letter of interest, bio, resume or CV, and artist statement can all be submitted on paper.**

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Part of an established group proposal? ☐ No ☐ Yes

If yes, what group? \_\_\_\_\_

If the established group proposal is rejected, would you like your work to be considered separately?

☐ No ☐ Yes

**Please include the following information as separate digital files. Text documents should be in either Word or PDF format. Check off each item as you attach it.**

- ☐ This application.
- ☐ Letter of interest.
- ☐ Bio, resume, or CV.
- ☐ Artist Statement.

- ☐ 10 digital images in JPG format, representative of the work you intend to exhibit, no smaller than 400 pixels and no larger than 1000 pixels in its maximum dimension.

**Please read the following information. Check the box at the start of each statement to indicate that you have read and understood and please sign your application at the end.**

- ☐ I understand that the gallery committee meets periodically and makes its final decisions sometime during the year prior to the proposed exhibition.
- ☐ I understand that my work will likely be exhibited in a group of 2 or more artists chosen by Oliver Art Center Gallery Committee.
- ☐ I understand that Oliver Art Center will purchase and mail announcement postcards for the exhibit and will host an opening reception (if allowed by pandemic mandates and Oliver Art Center Board) with refreshments.
- ☐ I understand that Oliver Art Center will not pay for shipping, travel, lodging or any other expenses.
- ☐ I understand that if accepted, I am strongly encouraged to attend the opening reception (if allowed by pandemic mandates and Oliver Art Center Board) and that I may be asked to present a public lecture, discussion, or demo.
- ☐ I understand that at least 50% of exhibited work must be for sale.
- ☐ I understand that if accepted, I will be required to read and sign a gallery contract and thereby agree to follow all the rules and instructions in the contract, and that my acceptance is not completed until the signed contract is received by Oliver Art Center.
- ☐ I understand that Oliver Art Center rents the gallery spaces for periodic private events and reserves the right to move or remove artwork during the event as needed for safety.

***Thank You!***

Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_