



Clay Gallery 335 S. Main Street, Ann Arbor, MI 48104 734-662-7927

## **Application Guidelines**

### **Featured Exhibition at Clay Gallery**

*Clay Gallery offers solo or collaborative shows for active clay artists. All work for CG exhibition must be new and not yet shown in the Ann Arbor area. Interested artists should apply at least one-year in advance of potential show date.*

Please submit application materials to Events Coordinator, Monica Wilson:  
[monicawilson@sbcglobal.net](mailto:monicawilson@sbcglobal.net) 734-355-2087

1. **Letter of Intent including scale of work**
2. **Images of work or sketches of ideas/theme for the exhibition**
3. **Brief Bio and current artist statement for press release/website**
4. **1-3 Digital images (300dpi) of most recent work**
5. **Desired date for show**

**February, April, May, June, August, September, October**

Please list first second and third choice for show date. Events Coordinator will organize final dates. Total cost for exhibiting artist is \$300 which will help cover expenses; postcard and gallery signage. Amount must be paid when accepted and given exhibition date. Accepted exhibitions will include giving a 30 minute gallery talk about topic related to the art work. Exhibiting artist is requested to give a local/regional mailing list of all personal patrons of art to Clay Gallery.

## Application Details

### Provided by Clay Gallery

#### **Advertising**

- Press releases local promotion
- Mailing list of 1200, stamps
- Postcard design and delivery
- Name in window
- Show title and artist name in gallery space
- Website artist and show promotion
- Display assistance
- Main Street gallery space for 1 month

#### **Accounting/Management**

- Members are all clay artists and manage all sales
- Gallery pays featured artist 50% of all sales made from exhibition
- Payment for work sold is made 4 weeks after exhibition close

#### **Reception**

- Wine, water, ice
- Crackers, cheese
- Music, sales assistance

### Artist Obligation

*\*Artist must have all five application materials in before given exhibition date*

#### **Meet with Gallery display/publicity twice before exhibition**

##### **After Accepted and exhibition date given**

- Visit CG, submit local mailing list electronic excel file burned onto CD
- Sign contract understanding terms of agreement
- Pay \$300 to help cover CG exhibition expenses

##### **3 months before exhibition**

- Submit new images, 300dpi for postcard and website
- Additional artist show statement for website/press release
- Sketch of exhibition display potential

#### **Day before exhibition set up**

- Artwork must be delivered at 6pm, the evening before setup**
- Artist must submit inventory and artist statement with artwork**
- Pieces must be labeled - artist name, inventory# and price**
- All artwork must be ready to "hang"**
- Artwork for CG must be new (not yet shown in Ann Arbor)**
- All sales must be made through the Clay Gallery**

#### **During exhibition month**

- Artist will make a 30 minute presentation on an art topic related to his/her exhibition at a small Sunday afternoon reception at the Clay Gallery**

*Please print and sign this document- turn in with application materials.*

sign \_\_\_\_\_ date \_\_\_\_\_

