



## Guidelines and Policies

*revised 06/5/10*

**L/A Arts Gallery 5** at Lyceum Hall features and promotes works of fine art in all media in a beautifully renovated 850 sq. ft. space at 49 Lisbon Street, Lewiston, Maine. It serves as an educational resource for those who are familiar with original art as well as for those whom original art is a new experience. Through exhibitions and programs, Gallery 5 provides a unique venue for contemporary art in Maine.

**Conditions of Sale:** Works of art displayed in the gallery must be offered for sale. 30 percent of the selling price of each work will be paid to L/A Arts Gallery 5 prior to paying the artist. L/A Arts collects sales tax on all items sold. Work sold during the exhibition must remain on display throughout the designated period. In the event that a sale is pursued by the curator and involves artwork that was discovered or realized through a connection to an exhibit or a featured artist in the gallery but is not currently being shown in the gallery, commission will be determined on a case-by-case basis to be arranged between the artist and L/A Arts.

**Artists Responsibilities:** It is the responsibility of the artist to ensure that accepted artwork is suitably framed (gallery standard), with hanging hardware (screw eyes and wire) or mounted and stabilized for pedestal or showcase display. All frames, armatures and mounting arrangements must be securely constructed. Work that is fragile in nature or whose framing or display arrangement is of questionable durability and standard may be rejected. Artists are responsible for delivering works to be exhibited to L/A Arts Gallery 5 during the specified drop-off dates/times. Artwork not delivered on time will not be displayed in the exhibition. Works are to be picked up by the artist on the specified pick-up dates/times. Unless alternative arrangements are made with L/A Arts, artwork not picked up by the pick-up dates will be charged a storage fee at current market rates.

**Insurance:** Artwork accepted for exhibits at Gallery 5 is insured from drop-off through pick-up dates at the Gallery for the value of the piece (sale price). In addition, artwork transported by L/A Arts is similarly insured during transport.

**Additional Information:** Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. L/A

Arts Gallery 5 will promote each exhibit and all special events connected to the exhibit. Artwork accepted will be displayed on L/A Arts Gallery 5 web site. Artists are invited to the opening reception and any other event connected to the exhibition. Installation of artwork will be handled by the gallery curator. Artists may assist in the installation if arrangements are made in advance.

**Disclaimers:** L/A Arts Gallery 5 is not responsible for any losses of CD submissions. Once submitted, CD's are the property of L/A Arts and will not be returned to artists unless prior arrangement has been made. Personal information collected by Gallery 5 through this project is for contacting the artist and accurately representing the work of the artist and will not be used for any other purpose or disclosed to any third party unless approved by the artist. All works are insured from delivery through pick-up date(s).

### **Artwork Submission Requirements:**

- Artwork must be submitted in digital image format on a CD, as a jpeg file and must end with the extension .jpg
- Digital images size should be approx. 1200 \* 1500 pixels at 150 pixels per inch, and file compression should be minimal (10 or 12).
- CDs must arrive at L/A Arts office by midnight of the submission date. Please specify attn: name of exhibit on the envelope.
- Each file image of artwork must be named as artistname-title.jpg, using lowercase letters and/or numbers only (no "special characters" please), where artistname is your name (last name, underscore then first name) and title is the title of the piece in the submitted image. If submitting more than one image of a single piece of artwork, files should be further identified with a lowercase letter in alphabetical order: example of file name: doe\_john-untitled-1a.jpg
- Digital images must be accompanied by the information required on the L/A Arts submission form, found at <http://laarts.org/visual/gallery-5.htm>, along with an artist statement (1 page or less). An artist statement describes the work in more detail and touches upon any underlying theme or purpose of the subject matter, along with other relevant information the artist wishes to include. NOTE: It is preferable that the above information be sent as "text" (.txt, .rtf or .doc), not as a scanned copy of a hand written form.
- CDs must be accompanied by a \$10 submission fee, which contributes to the sustainability of Gallery 5.
- Early submission is strongly encouraged!

**How to Submit:** Interested artists are invited to submit up to 4 pieces of artwork via digital images on CD or via email (using guidelines above), of original artwork in any medium for juried consideration to participate in an exhibit. Please complete the artwork submission form and send it along with your CD and check for \$10 to L/A Arts, 221 Lisbon Street, Lewiston, Maine 04240.

Artists will be notified within one week after submission deadline.

**CONTACT L/A Arts Gallery 5 (Monday - Friday 9 AM - 4 PM)**  
L/A Arts Business Office • 221 Lisbon Street • Lewiston ME 04240

**GALLERY 5 (art drop-off/pick-up and exhibit location)**  
49 Lisbon Street, Lewiston, ME 04240 • Phone 207-782-7228 • e-mail [gallery5@laarts.org](mailto:gallery5@laarts.org)