

O'HANLON CENTER FOR THE ARTS Artwork Submission Form

1. Fill out entire form. Printing clearly. (Repeat Artist Name where indicated)
2. Print three copies of the first page
3. Cut one of the 3 sheets on dotted lines. Attach slips to back of the artwork.
4. Submit one copy with entry fee. Keep one copy as receipt.

Administrative Use Only:

Entry Fee \$ _____

New Member \$ _____

Cash | Check | CC | # _____

DATE **EXHIBIT TITLE**

ARTIST NAME

PHONE

OHCA MEMBER? Yes

No

ADDRESS

EMAIL

WEBSITE / INSTAGRAM

How did you hear about this Exhibit?

I would like to
JOIN as a New
Member & receive
today's Entry FREE

First time
submitting
artwork here?

SIGNATURE

(I have read and agree to the Gallery Policies printed on the reverse.

Print Name will suffice as signature)



ARTWORK TITLE #1

TAPE HERE

MEDIUM

DIMENSIONS (framed size) **Height** inches x **Width** inches **(For pedestal pieces: Depth** inches)

ARTIST NAME

PRICE \$



ARTWORK TITLE #2

TAPE HERE

MEDIUM

DIMENSIONS (framed size) **Height** inches x **Width** inches **(For pedestal pieces: Depth** inches)

ARTIST NAME

PRICE \$



ARTWORK TITLE #3

TAPE HERE

MEDIUM

DIMENSIONS (framed size) **Height** inches x **Width** inches **(For pedestal pieces: Depth** inches)

ARTIST NAME

PRICE \$

O'HANLON CENTER FOR THE ARTS (OHCA) GALLERY Policies & Guidelines

By submitting artwork to be considered for any Exhibition, the artist understands and agrees to the following:

Exhibit Curation

- For most exhibits, not all artists will have artwork selected for showing. Final artwork selections are up to the Exhibit Juror(s) and/or Installer/Curator, both of which vary from show to show.

Artwork Requirements

- All art must be ready to install. Wall-hung pieces must be wired. Any exceptions must be approved by the Staff.
- Pieces with wet paint or wet glue will not be accepted.
- Artwork is to be picked up on predetermined dates & times.
- Participating artists will be notified of relevant dates by email. There is no safe storage for work. There will be a \$5/day storage fee for work left after the pick-up date(s).
- No artwork on display may be removed during the run of the Exhibition.

Artwork Sales

- Buyers will pay Artist directly for any art sales.
- Artist agrees to make a donation to OHCA of 30% of the sale price, on all sales of artwork shown in an OHCA Gallery, and facilitated by OHCA.
- Donations to OHCA are tax-deductible to the extent permissible by law.

Publicity and Communications

- By submitting work, artists agree that photographic images and/or video of the artist and/or their artwork, in whole or in part, may be used by OHCA in various forms including but not limited to print, online and social media, for the purpose of publicizing this exhibition.
- By giving us your email you give us permission to send you information about future calls and workshops. We will never sell or pass on your email to anyone.

Liability and Insurance

- While all reasonable care is taken with submitted artwork, OHCA strongly recommends that exhibiting artists carry their own insurance. OHCA and representatives will not assume any liability for any damage or loss. Any artwork that has not been collected by 90 days after the show ends becomes property of OHCA.

Gallery Hours & Access

- The O'Hanlon and Loft Galleries have limited hours, which may vary from time to time. Current hours are posted on the OHCA website: ohanloncenter.org
- Staff will not always be available during Gallery open hours. Special appointments are available. Other programs may take place in the Gallery & Loft during the run of the Exhibition.

Updated December 2021

O'Hanlon Center for the Arts provides an environment and spaces where creativity and community can develop, expand and flourish.

