

Envision Gallery at Flourish Studios

Art Exhibit Application*

Please complete this form and submit it with the following materials to: Envision Gallery at Flourish Studios, 3020 North Lincoln Avenue, Chicago, IL 60657. It is suggested that you make a copy for your files. If emailing images, please be sure to include identifying information so we can match your images with your application. If you have questions call 773-281-8140, or email: sarap@icanflourish.com.

*Application does not automatically result in admission to any Flourish Studios exhibit.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Website: _____

Required Materials:

- ❖ Resume- DO NOT send press clippings, brochures or other supplemental material.
- ❖ Artist Statement
- ❖ Samples of your work- Photographs or a portfolio website is acceptable
- ❖ Nonprofit (501 c3 accredited) Flourish Studios partners with a nonprofit with each gallery opening. Please suggest an organization to partner with that would either go along with your show or artist statement. Include organizations name, website, executive director and contact information

Eligibility Requirements:

- ❖ Applications will be accepted from individuals 18 years and older
- ❖ Applications will be accepted from individuals or groups.
Submitting for a group, one member of the group will submit a brief of the proposed show along with images from each member of the group. Remembering to include the above mentioned materials.

Guidelines:

- ❖ The coordinator will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the coordinator is mindful that all segments of the community and all age groups use the display area.
- ❖ The Art Coordinator shall decide on the suitability of any art, its framing or support structure, and any visual or written material that might accompany an exhibit. All art must be suitably framed, with hanging apparatus (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 may be rejected. The use of gallery clips to frame work is NOT permitted.
- ❖ For each work, the artist is to provide a gallery standard display card or title label indicating the name of the work, artist's name, and medium. No labels, signs, artwork or other material is to be attached to any walls without both the item and the means of adhesion being approved first by the Art Coordinator.
- ❖ The prices for the artwork shall be established by the artist. Artists may not sell any related or additional artwork without express prior approval of the Art Coordinator.
- ❖ Flourish Studios will collect a 50% commission on any exhibit works that are sold.

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- ❖ Work sold must remain on exhibit throughout the designated period. The artist must notify the Exhibit Coordinator within 48 hours of a sale so that the artwork may be marked as "sold". If and when applicable the artist may choose to provide the Art Coordinator with extra work to replace items sold, this is on special approval basis only.
- ❖ Insurance coverage will be provided for artwork while on exhibit at Flourish Studios at the 50% of the value of the pieces. In the event that loss or damage is incurred the artist will be required to show past receipts of sale.
- ❖ Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
- ❖ The artist will agree to be present at the opening reception for the exhibition, which shall be provided by Flourish Studios. The Art Coordinator may ask that the artist participate in a discussion of their work. Artists are expected to promote their exhibit through invitations and announcements, which must be pre-approved by the Art Coordinator. Flourish Studios will promote the show through their own marketing avenues.
- ❖ **Please note that the following policies contain important deadlines:** Within two weeks of being notified that a submission was accepted for exhibition, the artist must contact the Art Coordinator to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.
- ❖ At least **ONE MONTH** prior to installation, artists must submit a draft of their promotional materials listing all works to be shown, together with the retail selling price. The listing must include the artist's name, telephone number and instructions for contacting the artist to arrange for the purchase of any artwork. Artists are also requested to include a show brief and artist's statement.
- ❖ Artists are responsible for delivering works to be exhibited to the Art Coordinator. The date and time should be established two weeks prior to the opening of the exhibition.
- ❖ Works are to be picked up by the artist within 48 hours of the conclusion of the exhibit. This is not negotiable as there is not a secure storage space for artwork.

If you have any further questions please contact Sara Perez at 773-281-8140 or by Email at sarap@icanflourish.com