



## Mercer Island Gallery Instructions & Selection Procedure

### INSTRUCTIONS

Submit, by mail, in-person, or by e-mail, the following:

- a. "Application to Exhibit" form
- b. A set of images (CD, photograph prints, or .jpg files)

**Mercer Gallery (Indoor Gallery):** If possible, please include images (CD, photograph prints, or .jpg files) of the artwork you intend to display for this gallery exhibit.

**Greta Hackett Outdoor Sculpture Gallery:** Each artist may enter up to five (5) free-standing outdoor pieces for consideration. Please include artwork photographs taken from three different viewpoints.

Please number and label images corresponding to a list of your current work. The list must include the artist's name at the top and number, title, date, medium, and dimensions of each artwork listed. We are unfortunately unable to return photographs and CDs. If you are unable to send a digital sample or prints, please contact Sarah Bluvas, Mercer Island Arts & Culture Coordinator, to discuss other options.

- c. Artist resume
- d. Brief artist statement (max. 400 words)

Via Mail: Mercer Island Gallery  
Attn: Sarah Bluvas, Arts & Culture Coordinator  
8236 SE 24<sup>th</sup> St.  
Mercer Island, WA 98040

Via E-mail: Sarah Bluvas, Arts & Culture Coordinator, [sarah.bluvas@mercergov.org](mailto:sarah.bluvas@mercergov.org)

*If submitting via e-mail, please send the application form, Artist resume, and Artist statement as **one PDF packet**.*

### SELECTION PROCEDURE

1. The Mercer Island Arts Council Gallery Committee reviews and selects artwork. Artists' names are then submitted to the Arts Council for approval. The Gallery Committee judges artwork on aesthetic quality, physical suitability for display at the proposed site, artist resume, contribution to public cultural enrichment (intellectual and emotional), public safety, maintenance and vandalism concerns, and special conditions of the artist.
2. After the Gallery Committee reviews image and resume submissions, the committee will notify the artist of the Arts Council's decision. **If selected, all artwork shown should be recent works that are well-framed (including hanging wire if applying for the Indoor Gallery) and should be for sale.**



## Mercer Island Gallery Application to Exhibit

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Indicate the number of pieces you can commit to exhibit & price range:

\_\_\_\_\_



## Mercer Island Gallery Purpose and Procedures

### 1. PURPOSE

The City of Mercer Island sponsors the Mercer Island Gallery under the auspices of the Mercer Island Arts Council. It provides local, regional, and nationally known artists and art groups an opportunity to display works in a public setting. The gallery fosters art appreciation by exhibiting works of quality and artistic expression as well as provides a sales channel for artists. Special emphasis will be given to exhibiting works by local and regional artists.

### 2. EXHIBITION PROCEDURES

**General:** Upon acceptance of artworks, the Mercer Island Arts Council will prepare an exhibit agreement with the artist. The Mercer Island Arts Council will exercise all reasonable care with CDs or images submitted and will make every effort to return them at the end of the selection process. (A self-addressed, stamped envelope must be provided.) However, neither the Arts Council nor the City of Mercer Island will be liable for loss or damage of CDs or images submitted. The City of Mercer Island carries an insurance policy for loss or damage to artwork in the Gallery. Artist/exhibit press releases will also be provided to the local media. Please include two 4" X 6" color or black and white electronic prints of work for exhibit for potential publicity purposes.

**Mercer Island Gallery (Indoor Gallery):** After receiving approval to exhibit, complete, sign, and return an inventory sheet at least 10 days prior to artwork delivery. The Gallery retains the right to refuse work the day of the hanging if it is deemed inappropriate for the setting/audience. (Art depicting frontal nudity will not be accepted.) The artist/group must transport artwork to and from the Gallery at the designated times. No storage is available.

**Greta Hackett Outdoor Sculpture Gallery:** After receiving approval to exhibit and prior to installation, submit a written description including medium, piece dimensions, and weight as well as any special installation needs and ways to control vandalism.

### 3. SALES PROCEDURE

**General:** If an artist sells a work after the exhibit closes to a patron who saw it in the Gallery during the exhibit, the artist is expected to submit a 10% commission to the Mercer Island Arts Council.

**Mercer Island Gallery (Indoor Gallery):** Prices will be displayed beside art and on a sales sheet. Artists receive 75% of the sale proceeds, and the remaining 25% goes to the Gallery. Interested buyers may put a "hold" on a work of art for five (5) workdays during the exhibition. Checks will be mailed to the artist or group within thirty (30) days of the end of the show. All pieces exhibited must be for sale.

**Greta Hackett Outdoor Sculpture Gallery:** The artist's name and the title of the piece will be displayed beside the artwork. Artists receive 85% of the sale proceeds, and the remaining 15% goes to the Gallery. Each artist will receive a stipend to aid in the delivery and install of the artwork. Interested buyers may put a "hold" on a work of art for thirty (30) days during the exhibition. Checks will be mailed to the artist within thirty (30) days of processing payment for purchase.