

The Meeting House Gallery Application

Exploring diversity and celebrating unity through the Arts

Oakland Mills Interfaith Center

5885 Robert Oliver Place • Columbia, MD 21045

410-730-4090 • www.themeetinghouse.org/gallery.htm

The following rules have been established for all exhibits.

1. Artists must live or work in the state of Maryland and be at least 18 years of age.
2. Artists will be notified of acceptance via the website.
3. Artists must submit the following items to The Gallery no later than _____.
 - a. A completed application
 - b. A \$10 fee (*waived for members of congregations of the Meeting House*) sent to _____ or included in a check made payable to Oakland Mills Interfaith Center. Indicate "GALLERY" on the memo line of the check.
 - c. At least 8 images on CD, e-mail, or a link to a website representing the artist's current work, with the medium and final dimensions for each piece indicated
 - d. NOTE: If you would like to have your submission material returned, please enclose a self-addressed, stamped envelope (appropriately sized with correct postage amount).
4. All work chosen for exhibition must conform to the following standards:
 - a. Work must be original and available for sale.
 - b. Work must be appropriately prepared for hanging, with screw eyes (or rings) and wire and can weigh no more than 30 pounds.
 - c. Each work must have the following information affixed to the back: Name, Address, Phone Number, Title, Medium, Price.
 - d. Absolutely no human nudes and no political or religious imagery will be accepted.
5. The final acceptance of artwork will be at the *sole discretion* of the OMI Art Committee.
6. At time of drop-off, the following items must be submitted to The Gallery:
 - a. An artist statement with contact information, and a resume/bio on a separate sheet.
 - b. A complete list of works to be exhibited, including the price and measurements of each piece
 - c. A separate document with images (300 dpi resolution) of each piece.
7. Your work must be delivered to The Gallery between 7:00pm and 9:00pm on the delivery date, _____. **NO EXCEPTIONS**
8. All artwork must remain in The Gallery for the duration of the exhibit, including pieces that have been sold to patrons.
9. Work must be picked up on _____. We are not responsible for artwork left at The Gallery. **THERE IS NO STORAGE SPACE**
10. The Gallery is responsible for the hanging and removal of the exhibit. Although the utmost care is taken during handling, hanging, and display of the work, The Gallery does not insure the work and is not responsible for any loss or damage.
11. The Gallery provides the following services:
 - a. Publicity release for each exhibit
 - b. Printing of announcements and invitations
 - c. Numbered lists for each exhibit
 - d. Artists Bio Book
 - e. Guest Book for patrons to comment /leave contact information.

12. The opening reception for each exhibit will be held on a Sunday afternoon from 1:30-3:30pm.
 - a. All artists are expected to help with set up and clean up. Although the time allotted for the reception is two hours, also allotted is one-half hour set-up time and one-half hour clean-up time.
 - b. Artists are responsible for providing food and drinks. Food is limited to cheese, crackers, fruit, vegetables and finger-food desserts. *No meat or shellfish products are allowed for receptions, NO EXCEPTIONS.*
 - c. The Gallery will provide tables, linens, paper products, trash cans, and recycling bins. An ice machine is available for use.
13. A 25% commission on works sold shall be part of the agreement to exhibit. Any patrons indicating interest in the works may leave their contact information in the Guest Book. Inquiries will be forwarded to the artist.
14. If a work is sold, it is the artist's responsibility to notify The Gallery via the website so that a red dot can be affixed to the label. Collecting payment and payment arrangements are solely the artist's responsibility. Commission will be due after the close of the exhibit, payable to Oakland Mills Interfaith Center. Indicate "GALLERY" on the memo line of the check.

APPLICATION

FILL OUT THE FORM COMPLETELY.
 INCLUDE THE APPLICATION MATERIALS SPECIFIED IN ITEM 3 (ABOVE).
 MAIL OR EMAIL EVERYTHING REQUIRED TO THE MEETING HOUSE GALLERY.

NAME _____ PHONE _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

E-MAIL _____ WEBSITE _____

OMI CONGREGATION AFFILIATION (IF ANY) _____

MEDIUM _____

APPROXIMATE SIZE OF WORK _____

PRICE RANGE: FROM _____ TO _____

I UNDERSTAND AND AGREE TO THE RULES ESTABLISHED BY THE MEETING HOUSE GALLERY.

SIGNATURE:

DATE: