



Proposal for Exhibition

Please submit the following information to:
CMC Volunteer Gallery Coordinator
Rita Montrosse
402 Oakvale Rd.
Princeton, WV 24740

Artists interested in exhibiting at the Chuck Mathena Center (CMC) must submit a proposal of intent that includes:

1. A Biography
2. Resume
3. Artist Statement
4. Medium
5. Address
6. Phone
7. Email Address
8. 5 images of current art work sent via CD or email

The above information will be reviewed by a committee for exhibition and will not be returned to artist.

Furthermore, artists exhibiting at CMC agree to the following:

General Guidelines

1. To provide original works of art
2. All work to be exhibited has to have been created in the past five years and not previously exhibited at CMC.
3. No reproductions are accepted without prior written approval from CMC
4. Retrospective works or exhibitions will be approved by CMC

Acceptable Work

1. CMC reserves the right to refuse the installation of any piece deemed inappropriate to our patrons.

Three Dimensional Work

1. All work must be smooth on the bottom
2. Artist may be required to provide stands or pedestals for display
3. Work should not exceed 15lbs. in weight due to the possibility that work may have to be moved.



Two Dimensional Work

1. All work must look professional and ready to hang
2. For presentation, saw tooth hangers, duct tape, corrugated cardboard backing, string or cord are unacceptable.
3. Proper materials in excellent condition must be employed. Some common problems are frames with corners that do not meet, improperly cut mats or debris between the glazing material and art, paintings that are still wet, works that have fallen from their mats, and works framed upside down.
4. Frames must be of a quality equivalent to the price charged. The value of the frame should reflect the value of the work it is protecting.

Pricing

1. A minimum of 60% of the work in the exhibit must be for sale
2. Works may be priced or labeled NFS (Not For Sale)
3. The value of the work is determined by the artists.
4. The price on the work should be consistent with the price charged in other show galleries

Commission

1. All work sold by CMC is on a consignment basis:
 - a. 25% to the Chuck Mathena Center
 - b. 75% to the artist
 - c. All credit card sales will be subject to applicable fees
 - d. CMC will collect and submit a 6% WV sales tax on all sold items
2. Consignment sheets must be provided by the artists. Please provide this during installation.

Installation

1. All exhibitors are required to provide an adequate number of installers and must supervise the installation at all times.
2. CMC will provide a representative to address questions or concerns regarding the hanging system.

Labeling

1. ON the back of each piece of artwork, you must have the following legible information
 - a. Name of artist
 - b. Title of work
 - c. Retail price
 - d. Medium

2. For each piece of artwork, the following information should be provided on a 2"x3.5" card as noted below.

Title (Arial 24, bold)

Artist (Arial 22)

Medium (Arial 20)

Asking Price (Arial 18)

Liability

1. Every effort will be made to safeguard all artwork before, during, and after the show dates, as long as it remains in the CMC.

Presentation of Juried Exhibitions

1. All work delivered for a juried event must be the pieces selected by the jurors. The final decision on whether or not work will be exhibited is at the sole discretion of CMC.

Promotions

1. The artist must provide basic promotional materials such as biographical information and images to the CMC Marketing Director upon the return of this agreement. This information is for in house use by CMC only.
2. The artist is responsible for all press releases, media relations, interviews, and reception arrangements.

Receptions

1. The artist is responsible for all arrangements and costs incurred including the printing and mailing of invitations.
2. Rental rates on the Rotunda will be waived for receptions held during normal business hours (Monday – Friday 9am-5pm)
3. Receptions after business hours will be subject to full rental rates.
4. Reception date and time must be cleared with CMC management.
5. All CMC House Rules and Policies (see website) apply during all receptions



Shipping

1. CMC will not be responsible for shipping arrangements for any work sold during the exhibit.
2. Shipping must be arranged between the exhibitor and the purchaser.

Unapproved Materials

1. If any unapproved materials are used in the installation process to adhere works to the CMC walls, the CMC reserved the right to charge the artist/group a renovation fee of \$500.00. These materials include, but are not limited to: Velcro, tape, staples, and nails