PIPER GALLERY APLICATION

Dear Artist,

Thank you for applying to book an art show in the Piper Gallery at the Center for the Arts! The gallery is open during regular business hours, 9 am-5 pm Monday through Friday and during events for ticket holders. We look forward to your show and we will do what we can to facilitate its success.

Since the Piper is a small, self-service gallery, the artist is responsible for installing or hanging their show as well taking it down. The Center provides a kit of materials for you to hang your show. Artists will also be responsible for patching any holes on the last day of their show with spackle and paint provide by the Center.

Please carefully read over and sign the The Marketing Outline which details all the wonderful ways The Center will promote your show. It also details what you can do additionally on your own to promote your show, and what The Center asks that you refrain from doing to promote your show. In order for The Center to deliver on its end of the Marketing Outline, we must have all the information requested in the application below, so please do not leave anything out.

You may choose to offer a hosted bar at your reception. A trained Center bartender is required to serve all alcoholic beverages, and it is the responsibility of the artist to cover this expense ($12/hour) and the cost of all alcohol served (see price list). We extend to you our "cost" prices on beer and wine to ensure hosting a bar at your reception is affordable. Please contact us to schedule a bar at your reception. Also, if you wish to serve them, you are responsible for providing soft drinks and food.

During the course of your show the Center staff will write up receipts and sell your artwork. We collect the sales tax from the customer and file it with the respective government entities. Artwork can be purchased with cash, checks, or credit cards. We will provide a settlement statement to you once all of the payments have been received and processed after the end of your show. Please be aware that this statement includes both your sales and your bill from you opening, and it may take up to 45 days to arrive due to our billing cycles.

Please download and sign the Piper Gallery Contract, The Marketing Outline, The Piper Gallery Information and Hanging Instructions, and a completed W-9 form and return them with the below Piper Gallery Application to the Center with your $75 gallery fee to hold your show dates. On our website, you will also find a document you can download with the gallery dimensions and a list of liquor prices should you choose to have a hosted bar for your reception. Please let me know if you have any questions, and I look forward to working with you!

Sincerely,
Melissa Mason
(970) 349-7044
melissa@crestedbuttearts.org

PIPER GALERY APPLICATION and CHECKLIST

Please fill out the following:

- Your requested show dates. (Please email Melissa beforehand to find out what show dates are available).

Show Dates: _____

- Your requested opening reception date and time AND your second choice of date and time for your reception.

First Choice: _____

Second Choice: _____

- Hosted Bar:
  - _____ Yes, I would like to offer a hosted bar at my reception! (See details in The Piper Gallery Information and Hanging Instructions document, including prices. We will contact you to finalize details.)
  - _____ No, I would not like to offer a hosted bar at my reception.

- Your Contact Information:
  Full Name: _____
  Email Address: _____
  Phone Number: _____
  Mailing Address (to remit payments): _____
  _____

Please attach the following as Word doc(s) in your email to Melissa:

_____ A full artist bio, including things such as trainings, education, previous shows, awards, etc.
_____ A description of your artistic work including things such as medium, influences, stylistic definitions, mentors, content of work, message of work.
_____ Description of show. This includes what kinds of pieces you will be showing, theme of the show, medium, etc. (This should be about a paragraph in length and is what The Center will use in our larger publications like the Arts Alliance Magazine and the PO Box Brochure that go out at the beginning of each season, so please make sure this is written how you want your show promoted in those materials).

Please attach the following photos in your email to Melissa:

_____ Artist photo (of you!). Resolution must be at least 300 dpi, over 500 KB or up to 5 MB. Please do not include photos over 5 MB.
_____ Photos of work being displayed in the show. Please include at least three. Resolution must be at least 300 dpi, over 500 KB or up to 5 MB.

IN ADDITION TO THE ABOVE, PLEASE MAKE SURE THE FOLLOWING ARE INCLUDED IN YOUR APPLICATION MATERIALS:

_____ A Signed Piper Gallery Contract _____ Your Completed W9 Form

_____ A Signed Marketing Outline _____ Your check for $75

_____ A Signed Piper Gallery Information and Hanging Instructions _____ This application!