



PIPER GALLERY APPLICATION

Dear Artist,

Thank you for booking 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 are happy to help you facilitate its success.

PLEASE READ THIS LETTER IN ITS ENTIRETY, AS IT CONTAINS THE ANSWERS TO MANY FREQUENTLY ASKED QUESTIONS. THANKS!

Since the Piper Lobby Gallery is a small, self-service gallery, you are responsible for installing or hanging your 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 provide a settlement statement to you via email once all of the payments have been received and processed after the end of your show. This statement includes your sales minus your bill from you opening reception (bartender, alcohol, etc.). Invoices are submitted to our accounting department at the end of each month, so please be aware that your check may take up to 45 days to arrive (for instance, if your show concludes on the 5th of the month, we will create the invoice for it on the last day of that month, and check will be cut and mailed directly after).

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) 596-5497
melissa@crestedbuttearts.org

PIPER GALLERY APPLICATION and CHECKLIST

Please email the following to Melissa Mason at melissa@crestedbuttearts.org:

- Your requested show dates. (Please email Melissa in advance of filling out this document to find out what show dates are available).

Show Dates: _____

- Request for 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. You may want to include trainings, education, previous shows, awards, etc. Other good topics to include are medium(s), influences, stylistic definitions, mentors, content of work, message of work. You may also want to include links to you website, social media pages, etc.

_____ 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 on our website and in your Facebook event for your opening reception. Shorter versions of what you submit will be used in our print materials, in advertisements, and on social media.

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 SUBMIT ALL OF FOLLOWING TO US:

_____ A Signed Piper Gallery Contract

_____ Your Completed Wg Form

_____ A Signed Marketing Outline

_____ Your check for \$75 (or pay this online)

_____ A Signed Piper Gallery Information and Hanging Instructions

_____ This application!