



# DeBlois Gallery

134 Aquidneck Ave., Middletown, RI 02842 ~ 401-847-9977 ~ debloisgallery@gmail.com ~ Open 1-5pm Wed.—Sun.

## WORK FOR REVIEW FORM

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**MEDIA** (oil, monotype, stoneware, mixed, etc. *Note: giclee not accepted*): \_\_\_\_\_

**SHORT DESCRIPTION OF WORK** (Subject matter and style): \_\_\_\_\_

**RANGE OF SIZES AND PRICES** (Gallery commission is 35%): \_\_\_\_\_

\_\_\_\_\_ **PREFERRED SHOWING MONTH** (if any): \_\_\_\_\_

**Thank you for considering DeBlois Gallery for your work.** The gallery reviews work submitted for future shows at its monthly meetings. Please call or e-mail the gallery for the date of the next meeting. (401-847-9977) or [Debloisgallery@gmail.com](mailto:Debloisgallery@gmail.com)

Drop your work off with this form and a resume, between 1:00 and 4:00 p.m., 2 to 3 days before the meeting which is held on the 1st Tuesday following the 1st Saturday of each month. Work must be picked up between 1:00 and 5:00 the day after the meeting, **or by arrangement**. The gallery has very limited storage space.

We prefer to review actual work, although pictures of the work may also be submitted. Be sure the work presented for review is representative of the work you would like to show, or that there is a statement about differences expected. It is important that work reviewed is consistent with the work that will be shown with regard to price, size and style.

You will receive a letter with the gallery's decision after your work has been reviewed. An acceptance letter will be followed with more details by mail. Most exhibitions are 2 to 3 person shows. Gallery members will decide which artists will show together. The artists then collaborate on the invitation and opening costs.

**It is important that you read the attached sheet on general guidelines before applying.**

DeBlois expects that you will agree that the pieces for your DeBlois show have not been exhibited in the local area during six months prior to your exhibition with us.

## DeBlois Gallery's General Show Guidelines

*The following are responsibilities of Guest Artists and the Gallery Members during the preparation, opening and run of a show. Should your work be selected, additional information will be provided by the Show Committee and the Member/Coordinator assigned to your exhibition. Usually you will be part of a 2 or 3 artist group, featuring both 2-dimensional and 3-dimensional work.*

### INVITATIONS:

**Guest artists** arrange for design, printing and purchase of about 1,500 invitations for the gallery's mailing list, to cover publicity, and for any names you wish to add. Invitations must be at the gallery 3 weeks before your opening, including personally addressed invitations you wish to include in the bulk mailing. You will be notified as to your share of the mailing cost.

**Members** will deliver the invitations to the mailing service, to local hospitality sites, to hotels and other media venues. Your participation in distribution is encouraged.

### PUBLICITY:

**Guest artists** provide publicity information to the gallery 3 weeks before their opening, including photos of some pieces that will be in the show, a bio and resume. You may be asked to address a meeting during your show to better enhance your sales.

**Members** will handle the press releases to local media, area events calendars, gallery guides and will advertise your exhibit at least once in print media. If you have an opportunity for further coverage, your coordinator will assist in providing proper logos, dates, etc.

### HANGING AND LABELS:

A curatorial visit may be made by a gallery member before your show for choices.

**Guest artists** should provide 3 copies of their title list, with the mediums employed, and prices a week before the show opens. Work must be ready to hang or display. The hanging committee shall approve exhibition readiness. Delivery is expected on or before 12 noon on the Tuesday before your Saturday opening. A consignment agreement will be signed.

**Members** will create the labels for the work and the gallery's Hanging Committee will hang the show. Any work not hung should be picked up by the artist by the opening.

### OPENING:

**Guest artists** provide refreshments, dividing the food and beverage costs among the exhibitors. Large amounts of food are not recommended as it distracts from the work.

**Members** will help organize before and during the opening, and provide clean up.

### SALES:

**Guest artists** pay a 35% commission on all sales during and for 6 months after the show ends if that sale is a direct result of showing at DeBlois. RI is tax free for all original art produced and sold in the state.

**Members** will handle sales during the show. Shows generally run for a month. The gallery is staffed from 1:00 to 5:00 p.m. Wednesday through Sunday, and is closed Mondays & Tuesdays. We pay artists promptly after the gallery receives full payment for works sold.

**INSURANCE:** Liability insurance is provided for all members and guests while visiting the gallery. Our members will take the utmost care to protect all art work while it is in the gallery, however, DeBlois Gallery does not carry insurance for any art work. If you wish to have your art insured, it is your responsibility.

**END OF SHOW:** work must be picked up promptly on the date assigned.