



## **ACES Gallery Guidelines (Arts Council Exhibition Space)**

In furthering its mission to provide economic and professional development opportunities for artists, the Arts Council of Wilmington and New Hanover County is actively seeking proposals from New Hanover County-based artists, groups, and independent curators for use of its exhibition space. Located at 221 North Front St., Suite 101, the Arts Council features a 414 square foot storefront gallery.

Exhibitions will be selected through open submissions, by invitation, or be generated by Arts Council personnel. Exhibitions will run for approximately one month, coinciding with Wilmington's Fourth Friday Gallery Nights.

The Gallery Advisory Committee, the curatorial voice of the Arts Council, will process proposals for works by a single artist or thematic exhibitions by multiple artists. The Committee reserves the right to restrict subject matter. The body of work should not have been previously exhibited in the Greater Wilmington area in the past two years.

### **Types of Work**

2D— painting, drawing, prints, photography, fiber, glasswork, multimedia

3D— Artists or groups are encouraged to submit proposals for sculpture exhibitions that can be displayed safely (and aesthetically), if they can provide the necessary display supports.

### **Commission**

The Arts Council is entitled to a 25% commission on sales for member artists; 30% for non-member artists. If a purchaser sees a work in the show and decides to purchase it within three (3) months following the show, the Arts Council shall still receive a commission of 25% for members; 30% for non-members. Any known violation of this policy will result in the artist losing future exhibition privileges in the Arts Council gallery.

A majority of the work must be for sale in each show, unless otherwise approved, e.g., for "Special Shows." A price list must be available listing all works shown. If certain works are not for sale, "NFS" may be used. If "POR," Price on Request, is used, ACES must be notified of the price for the work prior to the show so that it can respond to a request, if made. A minimum of 100 copies should be available in the gallery for the opening and visitor's use throughout the show. The artist(s) shall provide more copies upon request. This list should be available by noon on Thursday, the day before the opening.

### **Installation and Removal**

All paintings, drawings, and photographs must be framed, wired, and ready for hanging. Exhibitions must include enough work to aesthetically fill the space. Artists must supply their own labeling. Installation will begin at noon the day before the show opens. No work shall be removed from the gallery until the exhibition closes.

Exhibitions will be installed by the artist(s) with supervision from Arts Council personnel. If special requirements are necessary for the installation of an exhibition, then the artist(s) will work with Arts

Council personnel to ensure safe and appropriate installation. Artists will be responsible for any additional costs if specialized assistance or equipment is required.

The Arts Council will ensure gallery space and walls will be ready for hanging prior to installation of work. At the end of exhibition, the artist will be expected to return the space and walls to the same "ready to hang" condition. Paint and spackling will be provided to fill any nail holes. Arts Council personnel will inspect space to ensure gallery is ready for the next show.

### **Publicity and Promotion**

The Arts Council will support artists to the best of its ability and resources to promote exhibitions. Costs associated with the design, production and direct costs of distribution of promotion materials and opening reception is the responsibility of the artist(s). Artist(s) must notify the Gallery Advisory Committee in advance if an opening reception is planned in order to coordinate with staff.

Each artist is responsible for submitting publicity information and images for ACES to use in its promotions. Exhibitors are also expected to make artist's information available to visitors.

### **Insurance**

Artists must provide their own insurance coverage. All exhibitors are required to sign a Release Agreement that releases the Arts Council from responsibility for any items in the exhibit.

### **Gallery Damage**

Exhibitions may not damage the gallery. Ordinary wear and tear as a result of the show (e.g., holes in walls for hanging, debris and dirt from installations, etc.) must be repaired by the exhibiting artist after the exhibition is removed and prior to installation of the next exhibit, unless otherwise notified by the gallery. ACES will provide the materials for repair and clean up.

### **Exhibition Agreement Form**

If an artist or group is offered an exhibition at ACES, they will have 2 weeks to accept or decline the offer. If accepted an Exhibition Agreement Form must be completed and returned by the deadline. Each exhibitor shall be given precise dates for his/her show, the date of the opening, and the dates for hanging the show and taking it down.

### **Submissions**

Your proposal should include:

- cover sheet which includes the name and contact information (e-mail, phone number). In the case of group exhibits, there should be one person designated to submit the proposal and act as contact person to the gallery.
- a brief, clearly articulated description of the proposed exhibition
- 4-6 digital images or media files (CD ROM or online digital portfolio)
- list of titles, dimensions, and media
- current curriculum vitae

Submissions should be sent to:  
ACES  
Arts Council of Wilmington and New Hanover County  
P.O. Box 1973  
Wilmington, NC 28402

Any questions must be submitted to [info@artscouncilofwilmington.org](mailto:info@artscouncilofwilmington.org)