



UNION
STREET
GALLERY

Pen & Ink

March 1 – March 24, 2018

Union Street Gallery is looking for works that highlight the use of pen & ink in the creation of representational and non-representational works of art. Artists are encouraged to submit works that showcase their unique and skillful use of the material through pens, brushes, and any hue of ink. While we imagine a majority of the work will be two-dimensional, three-dimensional works that the artist feels meet the call are welcome for submission.

About the Juror – Kate Lewis

Kate Lewis constructs tales as tall as the buildings she renders while fusing art and architecture to chronicle life experiences. The purposeful selection of structures underlines the belief that walls silently absorb the stories lived within them; that much like us, they become a product of their environment. Learn more and see her work at <http://katelynnlewis.com>

DEADLINE: January 20, 2018 through Submittable (links further down)

Calendar

January 20	Submission DUE by midnight- NO EXCEPTIONS, only through Submittable
January 26	Artists will receive notification of acceptance or rejection for the exhibition via email
February 7-10	Shipped work can arrive
February 15-17	Shipped work can arrive. Hand Delivered work should be dropped off during regular gallery hours, or by prior appointment.
March 1-24	Exhibit is open
March 3	RECEPTION 1-3pm
March 29-31	All exhibited work MUST be picked up, during regular gallery hours. Shipped work will be packed up and sent out the following week.

Eligibility

Open to artists 18+ living in the United States. All media will be considered. Original artwork only. No art previously exhibited at USG in the past 2 years will be accepted.

Fee

FEES DO NOT NEED TO BE PAID UNTIL YOU ARE ACCEPTED AND CONFIRM YOU PARTICIPATION. \$20 for up to three submissions, \$10 for up to three submissions by USG Studio or Guild Artists, or USG Members, \$10 for up to three submissions from currently enrolled college students (forward a copy of your ID or current tuition statement to exhibitions@unionstreetgallery.org)

Submission Process

Please visit <https://unionstreetgallery.submittable.com> to submit artwork for our juried shows. JPEG preferred, but any file type the Submittable platform accepts is fine for the jurying process. JPEGs will be needed for promotion of accepted works. WE WILL ONLY ACCEPT SUBMISSIONS THROUGH THE SUBMISSION WEBSITE – DO NOT EMAIL OR DROP OFF ANY WORK OR PAYMENTS. If you have trouble with the submission site – here is there FAQ for help (<http://help.submittable.com/knowledgebase/topics/11810-submitters>). Their phone number is 855-467-8264. Images should be the artwork only, no frame unless it is essential to the artwork.

Watermarks or logos are acceptable for the submission process, but they do change the image being reviewed. Watermarks and logos cannot appear on accepted work displayed in the gallery.

Size & Weight Specifications

No shipped work over 75 pounds will be accepted. Any artwork over 75 lbs. **MUST** be hand delivered, installed & picked up by the artist or representative. Artwork must be able to fit through front doors. Door opening is 5 feet wide, 6ft tall, 7ft diagonal. If your work is accepted, please contact the gallery to arrange a delivery/installation/pick up date and time before travelling here.

Use of Images and Name

Images of accepted works will be used for promotional purposes: postcard, social media posts, emails, press releases, etc. Art that is accepted will appear on the USG website, provided the gallery receives an acceptable jpeg. Artists are responsible for forwarding the postcards and email invites to their own contact lists. Your name will be used in various promotional purposes as well. Accepted artists will be sent a consent form with more details.

Sales

Union Street Gallery, a nonprofit 501(c) 3 organization, retains a 30% donation from any sale resulting from the exhibition. The gallery handles sales tax for the artists.

Insurance

USG provides no insurance for artwork while on premises or during shipping to and from the gallery. Artists are responsible for insuring their artwork.

Delivery

All accepted entries being shipped must arrive by 3pm, February 17, no exceptions. All accepted entries being hand delivered must arrive by 4pm, February 17, no exceptions. Please contact us early if you may need to arrange alternative times – this is a not a guarantee we can accommodate your schedule. See calendar for delivery and shipping dates. Accepted work only, no substitution. Curators reserve the right to refuse work that does not meet the requirements, is damaged, considered too fragile for exhibit, is misrepresented in the image, or simply will not work for their vision once they begin curating. Your delivery may say it was a failed attempt because of our gallery hours. We make every attempt to be here to accept deliveries even when we are not open during the expect delivery weeks. Our delivery carriers know this and leave information so we can make sure we are available the next day. Do not worry if you see the initial delivery attempt was not successful.

Labeling Work

We strongly suggest you affix a business card and a label including the title, artist name, media, year completed, and price to the back of your piece permanently. We also require an additional label be affixed temporarily for our use during hanging. You can use the labels at the end of this document as needed. The temporary label should be attached to the back, frame, or plexiglass and be easily removable and not damaging (something like painter's tape).

Shipping

Shipped work must be packed in a reusable container with appropriate packing materials. **NO PACKING PEANUTS PLEASE.** Artwork will be packed up in the same manner it was sent. The gallery will not provide additional packing materials. If artwork is framed and being shipped to the gallery, please use plexiglass in the frame, not glass.

Artists who ship their work are required to provide the gallery with a prepaid return shipping label by the week before the end of the exhibit, March 17. Label can be mailed or emailed. Artwork shipped USPS (postal service) are also required to have a prepaid postage label, **NO STAMPS.** The gallery does not cover any shipping or postage costs. The USPS does not provide return shipping labels. The gallery will schedule a pick-up for artwork being shipped UPS or FedEx **GROUND ONLY** within two weeks of the final date of the exhibit. Artists using an alternative shipping method * must arrange for the pick-up of their artwork from the gallery on March 30th between 12-4pm.

* Alternative shipping includes FedEx Express or FedEx Air. The gallery does not bring artwork to a UPS or FedEx store to ship out.

Pick-up

Hand delivered art must be picked up March 29-31 during regular gallery hours. Please contact us in advance if you need to make alternative arrangements. Art remaining at the gallery after the designated pick-up deadline will be charged a \$5 daily storage fee, unless arrangements have been made in advance. Artwork left after 30 days becomes property of USG.

Install

Artwork must be delivered ready to install.

- 2-D work must be prepared properly for hanging with wire, if framed.
- Unframed works will be hung with binder clips and push pins.
- Sculptures must sit sturdily on pedestal or floor. The gallery will provide pedestal unless artist is otherwise notified.
- If artwork requires more than 1 hour to install, USG would prefer to schedule a time when the artist can install the work. Otherwise the piece will be included if there is staff time available to install.
- If artwork weighs over 75 lbs, the artist must install themselves. If the artwork is to be hung, the artist and gallery director must talk to determine if this is feasible and whose responsibility the hanging and un-installing will be.

USG reserves the right to install accepted works in a manner deemed necessary for exhibit or security reasons. All work remains on exhibit for duration of show.

For more information, please visit unionstreetgallery.org or email exhibitions@unionstreetgallery.org

Please label the back of your work with a label including your NAME, TITLE, MEDIA, and PRICE/NFS. Provide an additional label for us to use when laying out the exhibit. This can be placed on your piece with painter's tape for easy removal.

Name: _____

Title: _____

Media: _____

Price/NFS: _____

Name: _____

Title: _____

Media: _____

Price/NFS: _____

Name: _____

Title: _____

Media: _____

Price/NFS: _____