

ThinkSmall12 Exhibition Prospectus

You are one of hundreds of national and international artists invited to submit a work of miniature art in any medium to ThinkSmall12, the Twelfth Biennial International Invitational Miniature Exhibition held at Artspace in Richmond, Virginia. If you participated in one or more of the past ThinkSmall invitationals, we're glad to have you back again. If this is your first time, we're happy to have you join us for ThinkSmall12.

This year's installment of ThinkSmall is BIGGER than ever. **The size of artwork allowed has been increased to 4 inches x 4 inches (x 4 inches, if three-dimensional)**

Important Dates:

Artwork delivery Dates: Saturday, October 21, 2023 through Sunday, October 29, 2023.

Gallery hours for in-person drop offs are 12-4pm Tuesday-Friday and 10am-6pm on Saturdays and Sundays. **Artspace is closed on Monday, October 23.**

Exhibition Dates: Friday, November 3, 2023 through Saturday, December 16, 2023.

Gala Preview Reception: Thursday, November 2, 2023 from 6 to 9pm. Each participating artist receives 1 free ticket and may purchase 5 tickets to the Gala Preview at the discounted price of \$10 each. Regular tickets will cost \$25. Tickets include two free beverages during the Gala Preview event. Gala Preview attendees get first pick of the art! We hope you will attend and bring guests.

Exhibition Opening: Friday, November 3, 2023 from 6 to 9pm. Free and Open to the Public.

Return Dates: Pick up of unsold hand-delivered work can be made 2-6pm on Saturday, December 16, 2023, and on Sunday, December 17, 12-4pm.

Shipped work that is unsold will be returned by the same carrier, in the same container with the prepaid return label provided by the artist at the time of delivery between Monday December 18 and Friday December 22, 2023. If no prepaid return shipping label is provided, arrangements for the return of artwork must be confirmed no later than Friday, December 22, 2023.

Artist payments for sales: Artists will receive a check for their portion of sales in early January, 2024. Please update us if your address changes following the opening of the show.

Submission Guidelines:

Size of artwork must not exceed 4 inches (10.16 cm) in any dimension (height, width and depth). There is no minimum size. Work may be of any shape (rectangular, circular, etc.) and medium (drawing, painting, photography, sculpture, etc.)

Artspace will accept one to three pieces per artist. There should be a relationship between the pieces; for instance, a diptych or a triptych, or all work in the same medium or part of a series, etc.. **Frames or displays may not exceed 12 inches (30.48cm) in any dimension.** 2D works should be framed and wired, ready for hanging. Framing is not required if the work can be exhibited without a frame, such as work mounted on panel, metal, or Gatorboard, or gallery wrapped canvases, for example. When shipping framed work use only Plexiglas.

Artwork must remain in the gallery for the entire exhibit. Early withdrawals will not be considered. **Work that does not meet the guidelines in this prospectus may be excluded from the show at the gallery's discretion.**

When your work is completed, please fill in the online [Artwork Submission Form](#), then print out the submission form that will be included in your email confirmation from Formsite. We ask that you attach Part 1 of this printable form to each work submitted and include Part 2 in the artwork packaging. **Printed forms will be available at the gallery if you are hand-delivering and are either unable to submit the online Artwork Submission Form or do not have a printer available.** Mail or hand deliver your work to Artspace during the specified delivery periods.

Online Catalog: To ensure an image of your work is included in the ThinkSmall12 online catalog on the **Artspace** website at artspacegallery.org, please upload a photo for each piece of your work (.jpg or .png no larger than 2MB per file) with your [Artwork Submission Form](#) along with all requested information (title, medium, size and price).

Due Dates for Submissions:

Work may be dropped off in person at Artspace: 2833-A Hathaway Rd, Richmond, VA 23225 (in the Stratford Hills Shopping Center) from Saturday, October 21, 2023 through Sunday, October 29, 2023.

Gallery hours for in-person drop offs are 12-4pm Tuesday-Friday and 10am-6pm on Saturdays and Sundays. **Artspace is closed on Monday, October 23.**

Artwork received by commercial delivery must have a prepaid return shipping label enclosed with it to be used in the event that the artwork does not sell.

Please avoid commercial delivery scheduling on Monday, October 23.

Any work that is not delivered to Artspace by 6pm on Sunday, October 29, 2023 is subject to exclusion from the exhibition. If special arrangements are needed for delivery or installation please email us at thinksmallart@gmail.com.

Artspace is not responsible for damage during transit of your artwork to and from the gallery.

Delivery Services: The artist must pay all shipping costs, to and from Artspace. If you use the United States Postal Service do not ship with a service that requires a signature. Priority Mail provides a tracking

number and automatically insures your shipment for \$50.00 and does not require a signature upon delivery. Please provide a prepaid return shipping label for all work that is shipped commercially.

Shipping address: Artspace, 2833-A Hathaway Rd, Richmond, VA 23225, USA

Return Dates: Pick up of unsold hand-delivered work can be made 2-6pm on Saturday, December 16, 2023, and on Sunday, December 17, 12-4pm.

If you need to make special arrangements for pickup contact us at thinksmallart@gmail.com.

Shipped work that is unsold will be returned by the same carrier, in the same container with the prepaid return shipping label provided by the artist at the time of delivery between Monday December 18 and Friday December 22, 2023.

If unsold, all artwork must be picked up from the gallery by the artist or their assigned agent, or an arrangement for return delivery of work at artist's expense must be confirmed by Friday, December 22, 2023, at 4:00pm, or work becomes the property of Artspace.

Insurance: Your work is insured while on view at Artspace; however you may wish to insure your work during transit.

Sales: To encourage sales, price your work between \$75 and \$300. All work submitted must be "For Sale." The ThinkSmall12 Biennial is a major effort to raise operating funds for Artspace through sales of artwork. Artspace actively encourages sales and will retain a minimum of 50% commission from work sold. You may donate a larger portion of your sales, if desired, on the Artwork Submission Form. All proceeds from sales benefit Artspace, a 501(c)3, non-profit organization, EIN: 62-1375828.

Limited Liability: Unless prior arrangements have been made, any unsold artwork that has not been returned to or picked up by the artist or their assigned representative by Friday, December 22, 2023 will become the property of **Artspace**.

Thank you for your support of Artspace,

Dana Frostick and Heidi Thacker
ThinkSmall12 Committee
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Artspace is a nonprofit gallery for the visual and performing arts promoting the understanding and awareness of contemporary art. EIN: 62-1375828