



Exhibit Proposal

The Vine Arts Center is accepting exhibition proposals. All proposals will be reviewed by the VAC board and approved by members. All creative disciplines are encouraged to apply. We accept submissions for solo, group, and community shows. Non-members will be charged a \$35 application fee. Application fees are waived for all members. Please specify if the proposed show is intended for the Main VAC Gallery, our Member Gallery, or both [the VAC resource room is reserved for display of Members' artwork].

Applicant Responsibilities :

- The applicant is expected to meet with VAC board members to review the proposal and manage the exhibition within VAC guidelines.
- Responsibilities include : organization, promotion, installation, and coordination of the exhibition, its opening reception, and concurrent events.
- Vine Arts members can be recruited to assist in specific tasks related to the exhibit and its promotion [design fees may apply].
- Dates, deadlines, and installation are to be determined in conjunction with Vine Arts Center to ensure that show quality and continuity are maintained.
- The applicant is responsible for all costs for publicity, food, wine and other beverages beyond the VAC reimbursements noted below.

Vine Arts Center will :

- Provide the accepted applicants with VAC board approved guidelines for publicity, promotional materials, pricing, jury process, and a check list of the specific steps and deadlines to be met in organizing the show.
- Reimburse up to \$200 to members for a Main Gallery exhibition to be used for postcards [+ any mailing thereof], posters, and other promotional materials.
- Reimburse up to \$100 to non-members to promote a show in the Main Gallery.
- Contribute \$50 for food, wine, and beverages for a Main Gallery opening.
- Collect a 20% commission on all sales and add applicable sales taxes to the total price.

Email, Mail, or Deliver your proposal to : directors@vineartscenter.org
Vine Arts Center 2637 27th Avenue South Minneapolis, MN 55406

Digital submissions are preferred. Include a self-addressed envelope if you would like the materials returned. We look forward to reviewing your proposals. Good luck!



Exhibit Proposal Worksheet

Cover Letter :

- Contact information : name, phone, Email, website
- Artistic biography summarizing your artistic development.
- Artist statement describing the work you are submitting.
- How will this show help support Vine Arts and its Mission ?

Exhibition Synopsis : Specifics of Who + What

- Who is showing what and where will it be displayed ?
- How will you continue representing your exhibit through the run of the show ?
We encourage you to come up with events beyond the opening reception to encourage attendance and promote your art and the Vine Arts Center : workshops, lectures, performances, discussions, movie screenings, etc.
- If including other artists, describe who they are and how their work relates.
- Ideas or contacts for sponsorship to help support the show.

Action Plan : Specifics of How + When

- Outline a timetable for the show. Including the creation of artwork, promotional deadlines, installation deadlines, specify show duration and desired dates for the opening and other activities related to the show. Mention anything that needs to be scheduled.
- What are the installation and space requirements ?
- Pedestals, special equipment, or props needed ?
- Be clear on what support you want Vine Arts Center to provide.

Sample Images of Artwork :

Present 5-20 images of the artwork you are intending to show. Digital submissions are preferred, but slides or photographs still work. Performance artists should contact the Vine Arts Center to review work samples.

Digital : CD with .jpg or .tiff files no larger than 2MB each.

Slide : label with your name + image number corresponding to your image list

Photo : label the back of each photo with your name + image number

Image List : Numbers and titles corresponding to work samples.

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|----|---------------|------|--------|------------|
| 1. | Artwork Title | Date | Medium | Dimensions |
| 2. | Artwork Title | Date | Medium | Dimensions |