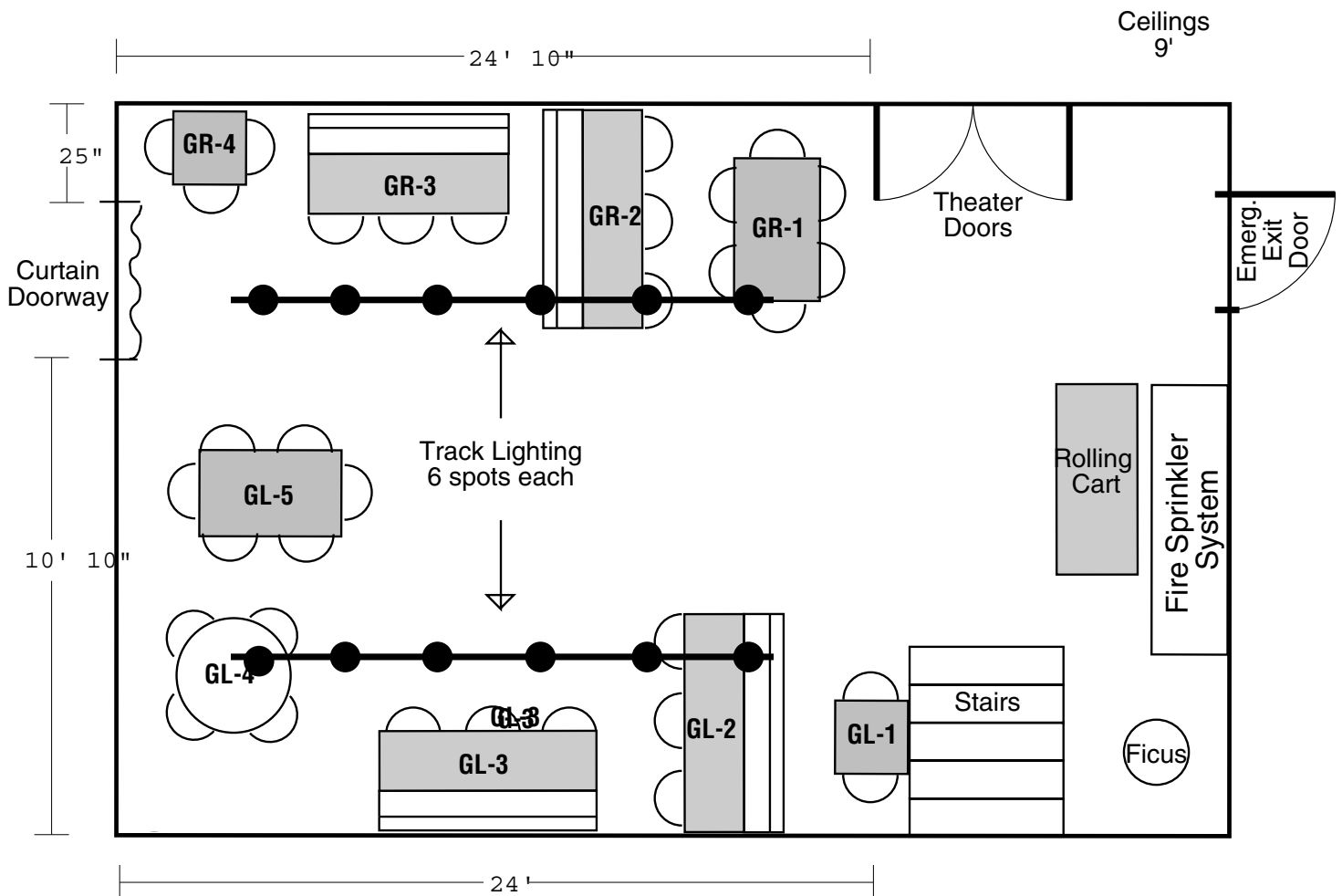




**Art
Gallery
Application**

YOUR COPY-----ART GALLERY ROOM DIMENSIONS



LIGHTING: 2 adjustable tracks (6 spots each), stationary ceiling lighting.

Please inform Brandon of any bulbs that need replacing.

OUTLETS: 1-near cafe entrance/steps, 1-near curtain doorway on left wall **CEILING:** eleven feet high

FURNITURE: 4-six-foot benches with tables and chairs, usually laid out in above arrangement.

This may be varied with gallery manager approval, but artist should try to accommodate this arrangement as much as possible. Back of benches measures 32 - 36 inches.

PRESENTATION: Please bring your own hanging materials (hooks, nails, wire, tools, ladders, etc.) and hang your artwork SECURELY. Heavy pieces need extra support. Mortar in brick wall is old and crumbly. All pieces must be framed. No loose sketches or canvases.

HANGING & TAKE-DOWN: Time and date arranged with gallery manager, Brandon. Saturday or Sunday morning at the beginning / end of each month. Completed efficiently.

ANY QUESTIONS: Direct to gallery manager Brandon Bush. 298-0494, extension 0, Mon. - Thurs. 2 - 7pm. Leave your name & reason (artist). He will return your call promptly.

COFFEE UNDERGROUND ART GALLERY RELEASE OF LIABILITY--SUBMIT

Each participating artist must complete, sign and submit a copy of this form.

I, _____, hereby release Coffee Underground ("CU") from any liability that might arise in the handling, care, custody or control of my artwork during the time that it is on the property of Coffee Underground, or in the possession of CU staff.

I understand that due care reasonable security will be provided while the works are on display. If I should choose to remove any piece from the exhibit, I will notify the CU Gallery Manager (Brandon) beforehand, and replace the piece with an approved piece upon removal.

Hang & Take-Down / Scheduling:

Wall pieces must be framed or dry mounted.

I understand that setting up and taking down the exhibit is my responsibility, to be completed on agreement with the CU Gallery Manager (Brandon) and that I have made myself familiar with the room layout and dimension requirements.

I will arrive to set up and take down my show within 15 minutes of the agreed time, and will not take down early. I agree that my hang &/or take-down process will be pre-planned & completed with efficiency, and that this process will be completed no later than 5 pm if no other gallery functions are booked. (Please confirm with CU any gallery reservations.)

I understand that if I am unable to take down on time, that my pieces may be removed without my presence. If so, I agree pick up my work within 2 days. CU is still not responsible for storing or the condition of my art.

I am responsible for general maintenance of my pieces, and will check regularly to ensure that all pieces are secure.

CU is not responsible for storing or the condition of my art work.

Name _____ Phone _____ Cell Phone _____

Address _____ email: _____

Signature _____ Date _____

Brief Artist's Statement:

COFFEE UNDERGROUND ART GALLERY APPLICATION--SUBMIT TO CU

Coffee Underground is proud to present the work of local artists in our gallery seating area.

SUBMIT: If you feel your work is APPROPRIATE and will be displayed adequately in our gallery, please submit the following: (Appropriate for our cafe excludes sexual content, disturbing, biased, drug related, or gross themes)

- 1.....digital media or photos of each piece (no details). No original art pieces or samples.
- 2.....Include all inherent information such as size, media, etc.
- 3.....Completed and signed gallery application and CU release of liability for your art.

You will be contacted as soon as your application has been reviewed. We like to book the gallery six months in advance, though we may seek special shows for display throughout the year. We will contact you concerning any questions, or the specifics of your show, if accepted.

You are responsible for the hanging, take down and general maintenance of your work. Good craftsmanship is required. Wall pieces must be framed or dry mounted. No loose paper pieces.

Sale of the art is encouraged. CU will receive a 15% commission on sales (indicated by name-purchase agreement on sign-up sheet) for maintenance and direction of the gallery. Commission will be assessed the closing day of the show. In case of a buyer cancellation, please remove names promptly before show closing date. We request that the artist handle all transactions and that purchased art remain in the gallery until the show is over.

REQUIRED:

- 1..... Price/Title List (8 1/2" x 11") mounted on foam core. Please follow guideline below:

<u>Name (and #) of Piece</u>	<u>Price</u>	<u>Space for purchaser name, address, phone</u> <u>Space for at least one alternate name, etc.</u>
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- 2..... Typed Identification system for the works (not hand-written please)
- 3..... Typed Artist's Statement--mounted, at least on foam core
- 4..... Business Cards or Information Posted so that Interested Parties may contact you.

Artists are welcome to host a gallery opening coordinated with the gallery manager. We suggest to not have flyers for the opening printed until confirmation is made. CU offers a catering price list. Other food or beverage, etc may NOT be brought in unless the artist agrees to pay a gallery rental fee of \$25 per hour. The fire/exit door may be used for unloading and removal of shows only. We are unable to store artwork after the show is over, and adherence to hang and take-down schedule is a must.

We do not assume any responsibility for any piece of art (hung, stored, or left for any reason).

Today's Date _____ Name _____

Phone _____ Email _____

Address _____

Date your work will be ready to exhibit _____

I understand that Coffee Underground, or any staff, are NOT responsible for my art. _____

Signature & Date _____