



Jonesborough's
Mary B. Martin
Program for the Arts

Exhibition Agreement

Town of Jonesborough/McKinney Center
and

Title of Exhibition: _____

Dates of Installation: _____

Dates of Exhibition: _____

Dates of Pick-up: _____

Guidelines for Artists

Proposals for Exhibitions may be sent to Theresa Hammons, Director:
theresah@jonesboroughtn.org

The McKinney Center has a hallway and classroom available for art exhibition. The class room space is approximately 441 square feet (21'x21'). One side of the room is a wall of windows and is not available for hanging artwork. The hallway has approximately 33 feet of hanging wall space. Both spaces contain a picture railing art hanging system, wooden floors and moveable pedestals for 3D work. There are electrical outlets in the walls at regular intervals in both rooms to allow for work requiring electricity. The spaces are also equipped with track lighting.

SUBMISSION REQUIREMENTS FOR PROSPECTIVE EXHIBITING ARTISTS

If you are interested in exhibiting at the McKinney Center, please provide the following information:

- A current resume, listing solo and group exhibitions, education, teaching, or professional experience, commissions, etc.
- Contact information including mailing address, phone number, email address, and website address if applicable.
- A brief artist's statement.
- Include a disk with 6-8 quality (300 dpi) digital images of your work. Each image should include your name, title of work, date, medium, and dimensions. It is not our policy to return submitted materials.
- If your proposal is for a group of artists, please include the above information for each member, as well as a general statement about the theme/idea/inspiration behind the proposed exhibit.
- Installation art will not be accepted due to rentals and activities.

- Response to your submission can take up to 6 months. We will notify you if we can include your work in an upcoming exhibit or if we cannot accommodate it.
- Although your work may have great potential for exhibition, the gallery schedule is planned approximately 2 years in advance, so there may not be immediate openings for invitational exhibits. However, we will keep your information on file in the event of a vacancy.

SALES

Unless otherwise specified, works will be considered for sale at the price indicated and 40% of the selling price will be retained by the McKinney Center. In the event of a sale, the artist must complete and return a W-9 form, required by the Town of Jonesborough in order to pay the artist's commission. The artist will be responsible for reporting tax information.

FEES

In most cases there is no participation fee, subject to change.

PRESENTATION

- Two-dimensional work must be framed and wired for hanging.
- Ten pedestals are available for use. 3 D items must fit under matching acrylic bonnets to assist with the damage prevention. Pedestal sizes:
 - 2 18x24
 - 4 18x18
 - 4 16x16
- Work must be original, current and must not have been shown previously at the McKinney Center.
- All work must be labeled with artist's name, title, medium, price, and phone number.
- Artwork must be light enough to hang securely and safely using the building's art hanging system. Our building is 75 years old and we respect the integrity of the walls and ceilings by refraining from any use of nails, screws, harsh adhesives, etc. No exceptions.
- Damaged, cracked, wet or ill-prepared works, or work with unstable frames, will not be accepted. Works with unprotected surfaces that smear or damage easily will not be accepted.

WORK REMOVAL

- All work must remain for entire exhibit; no early removal.
- Work must be removed at time designated on loan form or artist contract. There is no storage space at the facility; therefore, late pick-up penalty fees may apply. Artists may designate someone to pick their work up if they cannot do so; appointed person must show identification, artwork claim check, or a note or email from the artist.

INSURANCE

The Town of Jonesborough insures artwork during the loan period. Work will be insured for from the time of delivery, in duly noted condition, until the specified pickup date.

Work remaining after this date will not be insured. In the case of an insurance claim, proof of prior sales/valuation of work would be required. The Town of Jonesborough retains the right to refuse acceptance of an art submittal if it deems that the asking price does not reflect the true value.

CURATORIAL DISCRETION

- Artwork is prescreened and evaluated by the director based on artistic merit, quality, and originality, treatment of subject matter, craftsmanship, professional presentation, and relationship to the particular theme or subject matter of an upcoming exhibition.
- The McKinney Center reserves the right of final selection of all artwork to be displayed in the facility.
- The classroom and hallway exhibition areas are not exclusively gallery spaces. Both spaces are the primary passageways for members of the public, including many children, to the kitchen and restrooms. These areas are also rented for private events. Accordingly, the McKinney Center discourages artwork proposals for the lobby and hallway exhibition areas which include significant elements of sexually explicit imagery, nudity, graphic depiction of violence, or profanity.

PARTNERSHIP ROLES AND RESPONSIBILITIES

The McKinney Center will provide the following:

- Media and publicity for the exhibit and opening reception consisting of a press release and social media outreach.
- Printing of labels.
- Free rental space for the opening reception and for the use of one classroom specifically for the exhibition. Any other after hour events related to the artist or exhibit are subject to rental prices.
- Use of the Town's payment software and financial accounting of purchases of artwork and payment to artists.
- Use of the building's art hanging system and use of pedestals.
- Use of the building's ladders, measuring tapes, etc., for installation.
- Set-up of reception tables, plates, plastic ware, plastic cups and napkins for the reception. If other materials are needed that will be the responsibility of the artist.

The artist will provide the following:

- Installation and deinstallation of the artwork using McKinney Center specifications and in observation of building policies.
- Writing of the labels using the McKinney Center's template.
- Installation of the art. Some assistance from McKinney Center staff may be required but should be discussed prior to the installation day.
- Refreshments and beverages for the reception.
- Assist McKinney Center staff with the clean-up of the reception.

Initials of MK Staff: _____

Initials of Artist: _____