

## **SUBMISSION REQUIREMENTS FOR PROSPECTIVE EXHIBITING ARTISTS**

### **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 or suitable for hanging (i.e. canvas, photos printed on metal).
- 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 84 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. If you have a work of art that may fall into these categories, please talk to the McKinney Center staff before submitting.

Initials of MK Staff: \_\_\_\_\_

Initials of Artist: \_\_\_\_\_