



MARYLAND FEDERATION OF ART

C I R C L E G A L L E R Y

Exhibiting @ the Maryland Federation of Art

From power brokers to sailors to vacationers, the people who live, work, and visit Annapolis make art a key element of their lives. Traditionally, Annapolis is the seat of the State of Maryland's government and Anne Arundel County has become a boomtown in business and civic development. Its proximity within the Baltimore-Washington, DC metropolitan corridor makes it a sought out place to settle and to visit and since 1963 the Maryland Federation of Art has been an important asset in delivering that element of the region's high livability factor.

The MFA is committed to offering artists at all stages of their career, especially emerging and mid-career artists, exhibition opportunities. These come in a variety of forms including member-only and open regional and national competitions, solo and small group opportunities, and through the Holley Gallery setting, an opportunity for artists to try out new bodies of work or install a mini-retrospective in a small space. All applications are juried by a panel of peers who live and work in the region and are invited by the MFA's Exhibitions Committee for the process. Technical execution, composition and form, originality, and potential community impact are the criteria that form the basis of review.

Exhibition opportunities are a cherished commodity for many artists and not always easy to come by. It is the MFA's aim to serve as many qualified artists as possible and to recognize as broad a spectrum of talents and outlooks as our resources allow. Ergo, artists invited to exhibit with the MFA will sometimes be asked to show in tandem with others or to consider other arrangements, such as alternate sites, in order to do so. These requests are made in consideration of factors including artwork size, medium, and creative and presentation styles. Additionally, exhibitions are considered part of the professional development process and artists are responsible for several tasks in this process.

When presenting artwork for review, please consider the greater impact a limited, focused body of artwork will have in the exhibition space, even though you may be proficient in several media. The MFA seeks to impose as few restrictions as possible but we reserve the right to a level of control of presentation to protect our status as an exhibiting institution.

Acceptance by the MFA does not guarantee immediate placement on the exhibitions calendar. It is a major task to successfully bring together individual needs with organizational resources such as space and time. Therefore, the MFA asks your understanding and cooperation as we seek to create a diverse and interesting exhibitions schedule for our artists and audience alike. We generally look two years into the future when considering applications.

Solo or Small Group Exhibition Application:

To apply for a solo or small group exhibition please:

- Read this document in its entirety. Failure to comply with these guidelines may result in artwork being excluded from an exhibition or an accepted artist losing his or her exhibition privilege.
- Forward the following materials to the MFA Exhibitions, 18 State Cir., Annapolis, MD 21401:
 - A typed one-page cover letter explaining the theme and intent of your exhibition, its title, the intended length of your exhibition, and which Circle Gallery space you would like to exhibit in.
 - A typed narrative of the exhibition, no longer than three typed pages. This narrative should include the number and type of artworks to be presented and their medium(s) and subject matter; the nature of the relationship between the Annapolis area and the artist(s) and, if a group exhibition, the relationship between the artists; any special considerations to be made, such as scheduling; and a one-paragraph explanation of why the MFA should consider your application over others.
 - A typed contact sheet including the name, mailing address, home phone, and email address of the application's principle contact and all artists to be included in the exhibition.
 - Slides or a CD of JPEG images of artwork that is to either be included in the exhibition or is representative of the artwork that will be included in the exhibition.
 - Typed artists' resumes for each artist to be included in the exhibition, including exhibition history, education (include degrees and graduation dates), and current gallery representation or other organizational affiliations.
 - A \$25 payment, which will be applied towards your exhibition fee if your application is accepted.

Selection of Artists:

Selection of exhibitions in the Circle Gallery's Main Gallery are made on an annual basis by the juror and Exhibitions Committee. Selection of exhibitions in the Circle Gallery's Holley Gallery are made by the gallery's Director and Exhibitions Committee and are made on a rolling basis. All artists to be considered must have been juried into at least one MFA exhibition prior to application, must be a member of the MFA at the time of application, and must maintain membership through their scheduled exhibition.

Artists' Responsibilities:

An exhibition fee of \$750 for an approximately four week-long exhibition in the Circle Gallery's Main Gallery and a \$100 per week (two-week minimum) for exhibiting in the Circle Gallery's Holley Gallery. A 50% installment of the total fee must be paid upon signing of the contract, which is non-refundable after 30 days of receipt. The remainder must be paid 30 days prior to the exhibition's installation.

Artists are responsible for the design and printing of invitations. The MFA will pay for postage to its membership and provide its bulk mail rate for a one-time mailing beyond its membership, to be paid by the artist in full upon delivery to the post office. The MFA will provide, free of charge, an invitation and reception notice via email.

Additionally, the artist is responsible for laying out their exhibition and helping with installation, as well as setting the date and time of their opening and providing for all refreshments and necessary wares. The MFA will solicit its volunteer base to help in the fulfillment of all of these tasks whenever suitable and possible.

Artwork Presentation Guidelines:

The MFA strives to provide a professional exhibition space and urges artists to present their artwork professionally as well. The work must conform to the following standards unless otherwise stated for a particular exhibition. Artwork will not be installed if improperly presented or misrepresentative.

- Artwork must be original in concept and design and created by the artist. No commercially produced or reproduced artwork will be accepted. Artwork must be an original or clearly indicated as a numbered limited print or casting.
- All wall and suspended work must be equipped for hanging. The MFA does not supply hardware or wire. Artwork intended to be directly affixed to the wall must include hardware to do so.
- Two-dimensional work must be framed and under glass or Plexiglas when appropriate. Artwork over 24"x30" MUST be under Plexiglas. Clip frames are NOT acceptable. Artwork which is intentionally unframed, such as stretched paintings, must have well-finished edges.
- Three-dimensional work needs to fit through a standard single door. If work is unusually heavy, prior notice must be given to ensure gallery floor can bear weight load. The Circle Gallery has a limited number of pedestals available for three-dimensional work. Consult with the gallery prior to installation regarding pedestal use. The artist is responsible for securing artwork requiring special security precautions, such as jewelry.
- Artists requiring electrical outlets or other special considerations should consult with the gallery prior to application.
- Affixed to the non-viewing side of each artwork MUST be the name, address, telephone number, and email address of the artist or owner and the title, medium, and price (or NFS) of the artwork.

Installation of Artwork:

The MFA encourages the artists to design and install their own exhibition as part of the professional development process. The MFA will provide assistance if needed, and has final say on presentation. A work, once selected for exhibition will not be removed from the galleries until after the final scheduled day, unless unusual circumstances require an exception.

Sales Guidelines:

The MFA will retain a donation of 30% from all sales. Sale of artwork is taxable and all sales tax processing will be handled by the MFA. Additionally, sold artwork requiring shipment will be handled by the MFA. The MFA requests that artists donate 20% from any sale made through a direct referral from the MFA within three months. All donations are used to help defray operating costs of the Maryland Federation of Art and are tax-deductible by the artists to the full extent of the law.

Pickup and Storage:

Unless previous arrangements have been made, work placed in storage after announced pickup dates will be subject to a fine of \$5.00 per piece/week. Work left in storage longer than three weeks shall become MFA property and may be disposed of.

Liability:

All work will be handled with care, but pieces submitted for exhibition are at the artist's risk. In the event of damage or theft, the MFA will not be held liable. Insurance, if desired, must be carried by the artist.