

Downstairs Gallery Proposals

DEADLINES: January 2, April 2, July 1, October 1

Proposals must be received at Harwood on or before the deadline; proposals are accepted year round, but are reviewed only on this quarterly schedule, by the exhibition committee. Artists will be contacted regarding exhibition selection within 4 weeks of the deadline. **Once you have exhibited at Harwood, we ask that you wait 18 months before applying again.**

PROPOSAL FORM

Artist

Name(s) _____

Contact Person _____ Phone # _____

Address/City/State/ZipCode _____

Has this work been shown in Albuquerque before? When and Where? _____

Gallery Requested: Main South Any available

Dates requested: 1st choice _____ 2nd choice _____

Checklist. All proposals must include the following:

___ **A brief typed statement** by the artist about the subject of the work and proposed exhibition.

___ **A completed gallery proposal form**, including requested gallery and dates – please indicate preferred exhibition dates (i.e., thesis show requirements).

___ **Images:** For group shows of more than 2 people, 3-5 images representative of the work intended for exhibition; for solo or 2 person shows, submit 10 images each, representative of the work intended for exhibition. Please do not submit work that has already been exhibited at Harwood. **Label images with name, and indicate the top of the slide. Please number images to correspond with image list.** Please do not use sticky labels – write directly on the slide.

___ **Image List:** should include title, medium, dimensions and year.

___ **Artist's Resume**

___ **SASE** with adequate postage for return of slides.

Send proposals to: Harwood Art Center, ATTN: Galleries
1114 Seventh St NW
Albuquerque, NM 87102

In the event that your proposal is accepted, we will send you specific information about dates, receptions, newsletter inclusion and hanging instructions.

HARWOOD MAIN & FRONT GALLERIES

Harwood has four galleries available for individual or group exhibitions. The **first floor galleries**, the Main and Front, require a proposal for review by Harwood's exhibition committee. This committee is comprised of local curators, gallery owners, artists and arts administrators. All exhibitors pay a gallery rental fee.

(Harwood also offers rental of two community galleries on the second floor; these galleries require a proposal submitted to the program director, the schedule of exhibits is in the main office and is first come first served.)

Main Gallery (first floor): approximately 13' x 38' x 12 ft. ceiling
\$225 (\$200 for students, Harwood artists, and Harwood members)

The main gallery is located on the first floor, and can be locked. It is a formal gallery setting, with track lighting, tall west windows with beautiful light, and white window shades. It is a handicapped accessible space, by way of a ramp at the front door of the building.

Front Gallery (first floor): approximately 13' x 16' x 12 ft. ceiling
\$185 (\$160 for students, Harwood artists, and Harwood members)

This gallery is located on the first floor directly inside the main entrance. It is smaller and more intimate, with tall west windows, track lighting, and a locking door. The South gallery is suitable for installations and small to mid-sized work, and is also handicapped accessible.

All renters will be given a front door and gallery key. **A \$20 key deposit and \$50 damage deposit are required in advance.** Harwood reserves the right to request a larger damage deposit, if artist proposes major changes to the gallery.

GALLERY HOURS. Harwood's gallery hours are 10-4, Monday through Friday, and 11-2 the second Saturday of each month. You are welcome to arrange your own visits by appointment.

SECURITY. No insurance or security is provided with gallery space rentals. There are security cameras present in the first floor galleries and hallway. Harwood can provide a limited number of security hangers, please ask when you speak with the site manager. Harwood hires a security guard for the night of the scheduled reception; if you have a separate gallery talk or a closing reception, you will need to arrange for security. Those details can be arranged with Darby Photos.

HANGING INSTRUCTIONS. You will need to call our site manager, Kathy Meidell, and schedule an appointment for approximately one month prior to your exhibition month. At this meeting you will go over the details of installation and de-installation as well as pick-up keys, go over your gallery lease, and receive additional instructions. You can discuss any concerns you have at that time. Harwood has a very small staff and is unable to assist with the installation of your show; please make arrangements if you need help. Please, no hammering after 10 pm!

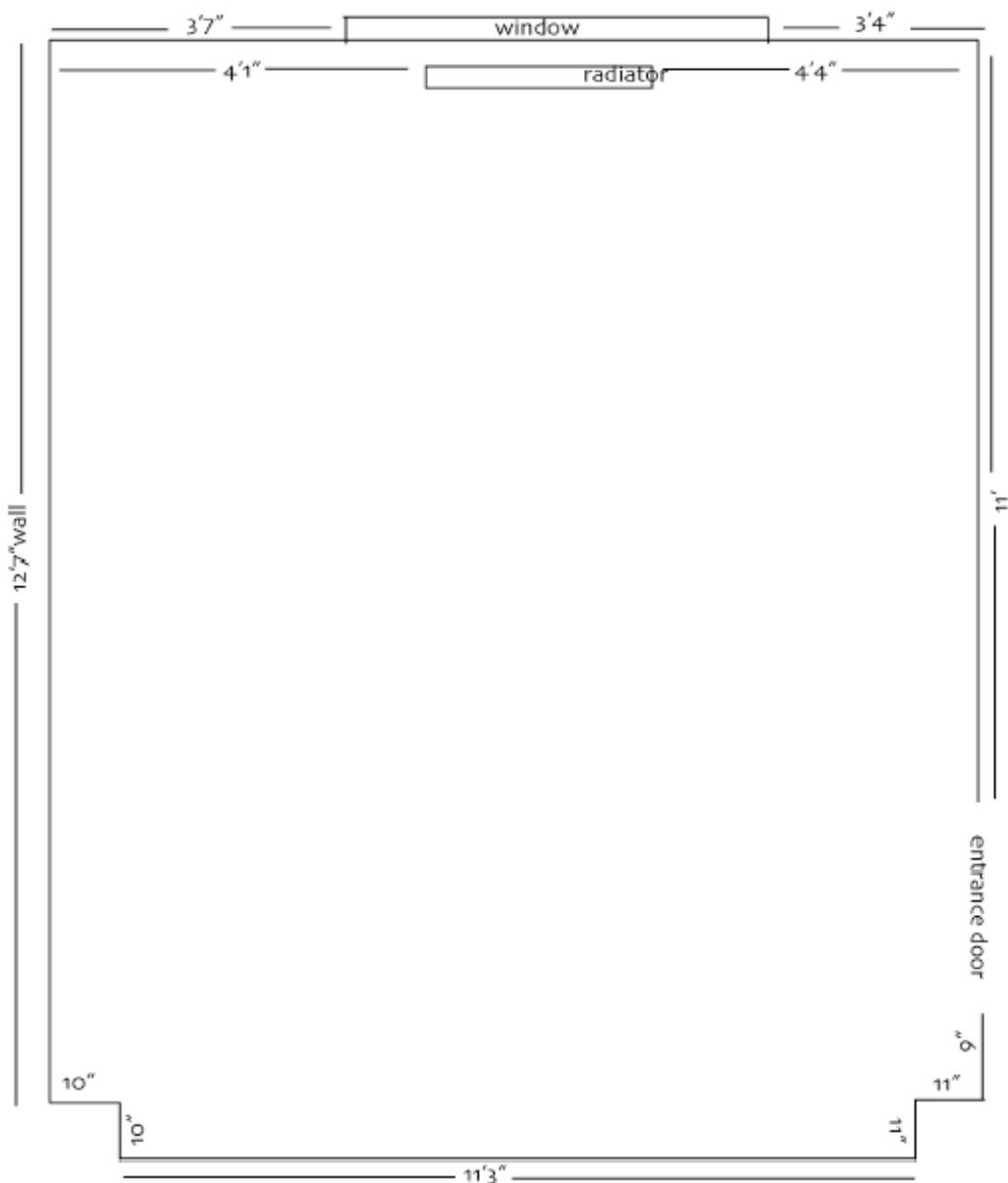
SIGNAGE. Please consider how you will indicate your name and the show's title outside of the gallery. You can mount foam core signs with 3M double stick foam tape; you can also use press on letters, available from [Vital Signs](#) or [Fastsigns](#).

RECEPTION. When we discuss the information for the newsletter, we will set the reception date. We schedule one reception date for each month in order to maximize coverage and attendance. You are responsible for providing refreshments, as well as for cleaning up after the reception and taking garbage to the dumpster in the north parking lot. You should be present at least one half hour before the reception, and be prepared to lock up the gallery following the opening.

SALES. Harwood is not able to process any credit card sales of artwork. We are happy to facilitate sales by holding checks for you, or passing buyer information on to you. If you want to be able to make credit sales, you will have to make those arrangements separate from Harwood.

Newsletter Listings and Show Promotion All accepted proposals are listed in the Harwood newsletter. This listing includes the show title, dates, description and an image. **Our newsletter goes to print one to six months before exhibition dates. We will be asking you for your information well in advance!** The Harwood Newsletter is direct mailed to over 7,000 addresses and press contacts, and is widely distributed in the Albuquerque area. Exhibition announcements are optional, but encouraged. We can provide one-time use mailing lists for those interested in sending announcements to a targeted audience, for a small fee. Also at your request, Harwood can provide you with a complete press list. We recommend that you publicize your show; we do send press info out for all first floor gallery exhibits, but more is always better.

Front Gallery First Floor





Harwood Main Gallery Floor Plan

12' ceiling

