

## Chimera Gallery Art Show Information and Agreement

To:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
ARTIST'S NAMES

*Thank you for agreeing to show your work at Chimera Gallery. We value our members!*  
We have created this document in order to have a clear understanding of our mutual responsibilities towards the goal of a *professional, handsome, and overall successful* show and opening. Guest artists/commission members will team with a working member who serves as Show Coordinator. Coordinators are expected to facilitate all aspects of the show except for creating the art.

**Please read and complete the form, review the deadlines, and return form to the Show Coordinator \_\_\_\_\_ by the date of: \_\_\_\_\_**  
**Deadline for publicity \_\_\_\_\_; email to [vorobik@rockisland.com](mailto:vorobik@rockisland.com)**  
**Show Hanging Date and Time \_\_\_\_\_**  
**Opening Date and Time (come one hour early to set up) \_\_\_\_\_**

**Artists are expected to:**

- 1) Send text (about 50 words) and images (300 dpi, no more than 4 inches wide or tall) to Chimera publicity team (Tina Finneran and Linda Vorobik) by the 20<sup>th</sup> of the month preceding their show date.
- 2) Prepare and post flyers announcing their opening reception and show. A list of recommended posting sites is available upon request.
- 3) Have their work completed and prepared for hanging by 5 pm on the Friday preceding their Saturday opening.
- 4) Prepare ARTIST STATEMENT and labels for each work shown. On labels, include Title, Medium, Artist Name, and Price. Chimera Gallery Labels may be used but we prefer your making clean computer generated labels. Mount all labels and ARTIST STATEMENT on foam core.
- 5) Assist with hanging the show.
- 6) Participate in the opening reception in the following ways:
  - a) provide some beverages and finger foods,
  - b) arrive at the Gallery at least 1 hour prior to the beginning of the reception to set up refreshments,
  - c) talk about their work at the reception, and
  - d) clean up at the end of the reception.
- 7) Take down their work at the time and date established in collaboration with the Show Coordinator (usually 4-5 pm the Friday before the next show reception), and fill holes in the wall with spackle and apply touch-up paint if necessary.

**OPENING** – (To be completed by the Show Coordinator)

Opening date & hours: \_\_\_\_\_

Staff for the opening \_\_\_\_\_ (Set-up)

and times scheduled: \_\_\_\_\_ (Cashier 5-6 pm)

\_\_\_\_\_ (Cash 6-7 pm & close-out)

\_\_\_\_\_ (Clean-up)

\_\_\_\_\_ (Refreshments - list all)

\_\_\_\_\_ will bring what

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**Name(s), signatures, and contact information of participating artist (s):**

**Artist 1** \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I agree to the above. \_\_\_\_\_  
PRINTED NAME & SIGNATURE DATE

**Artist 2** \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I agree to the above. \_\_\_\_\_  
PRINTED NAME & SIGNATURE DATE

**Artist 3** \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I agree to the above. \_\_\_\_\_  
PRINTED NAME & SIGNATURE DATE

**Show Coordinator**

I agree to the above. \_\_\_\_\_  
PRINTED NAME & SIGNATURE DATE