

SOLO SHOW GALLERY APPLICATION PACKET

WATER STREET STUDIOS

Batavia Artists Association at Water Street Studios is a 501(c)3 not-for-profit organization devoted to expanding art in Batavia and the surrounding communities. By converting an historic limestone building in downtown Batavia we have created an amazing 16,000 sq ft arts center featuring 26 artist studios, three classrooms and a premier gallery for showcasing fine art.

GALLERY SUMMARY

- Water Street Studios is soliciting artists who are interested in having a solo/private group show in our second floor gallery.
- All forms of art are acceptable: (i.e. paintings, sculptures, drawings, photographs, fiber).
- Solo exhibitions run for up to a month depending on desired length, and are open during gallery hours and special events.
- There is a nonrefundable submission application fee of \$100 per week (10% discount for Members and Residents).

Show Length	Fee	Member/Resident One Time Discount
1 Week	\$100.00	\$90.00
2 Weeks	\$200.00	\$180.00
3 Weeks	\$300.00	\$270.00
1 Month	\$400.00	\$360.00
Refundable Security Deposit	\$100.00	\$100.00

ELIGIBILITY

The Water Street Studios second floor rentals are open to all visual artists who meet the following criteria:

- Artists working in any media.
- Art students: studying at the college level and above.

CRITERIA:

- **Media:** All forms of media may be considered.
- **Artistic Quality:** Works of art must be unique and shall include excellence in craftsmanship, originality in conception, and integrity of materials.
- **Subject Matter:** While Water Street Studios looks forward to displaying a variety of media and subject matter, the artwork must be appropriate for a public setting and for viewing by all age groups. Artwork that would be considered offensive or disturbing to the general public i.e. work depicting sex or violence may not be selected for display. Although your show is not juried, WSS reserves the right to reject artwork that it deems offensive to the public.
- **Delivery:** All selected artwork must be delivered to the gallery “ready-to-hang” for immediate display.
- **Permanence:** All artwork, whether permanent or temporary shall exhibit structural and surface soundness.

HOW TO APPLY

Artists interested in submitting artwork for a solo show must submit a completed Solo Show Application Packet. Solo Show Application Packet includes the following:

1. A completed Solo Show Application Form (see page 3). Please provide your website information, titles, prices for the artwork and description of medium used. This information will be used for our social networking accounts, website and monthly email blasts.
2. Images of your proposed artwork. Please label images with their respective names. Applications without images of work will **NOT** be considered. Three dimensional artworks such as sculpture must include images showing at least 3 viewpoints of the artwork. Digital images must be provided on a CD. Images emailed will not be considered. All images should be Jpeg files and labeled with the name that the piece it represents.
3. Nonrefundable Application Fee of \$100 per week. Artist Members receive a one-time 10% discount per year on their application. Fully refundable \$100.00 security deposit due in addition to application fee.
 (Paying by check – please make out to Batavia Artists Association nfp, Inc. and mail to 160 S. Water Street, Batavia, IL).
4. Artists may also submit their résumé, artist statement, or additional narrative on a separate sheet of paper that describes the artwork submitted. *(Optional but recommended).*

SHOW RULES, MARKETING, & SALES

SHOW RULES

The exhibit will be open during gallery hours and special events. Gallery hours: Fri 6-10pm, Sat 10-6pm, Sun 12-4pm.

Set up and take down date specifics:

- Artists can start setting up for their show on Wednesday and take down their work the following Monday at the latest. Times are scheduled by appointment.
- Pedestals and basic supplies for hanging and or display can be provided for the artist depending on availability. Please contact 2nd Floor Gallery Manager ahead of time to make any special arrangements.
- The 2nd Floor Gallery Manager must approve any special requirements for hanging or displaying artwork beforehand.
- There is a \$100 refundable security deposit, which will be refunded upon returning the gallery to its original condition. Payment for show is required in order to reserve the dates for exhibit.
- Artists must spackle and paint after their show is down either on Sunday or Monday. Spackle and paint will be provided by WSS.

MARKETING

- Water Street will help promote opening reception for any Solo Exhibit in the second floor gallery via social networking accounts, website and monthly email blasts.
- If artists are interested in additional marketing such as cards and window stickers, please contact Graphic Designer: Dan Kazmer at dan@kazmer.com

Show Postcards

Full color 4/4. Premium quality 450-line offset printing on heavy 14pt. stock - AQ or UV coated.

Design/production additional.

- 500 4.25" x 6" \$65
- 1000 4.25" x 6" \$85

Vinyl Window Graphics

Price includes full color output on low-tack white vinyl, installed. Design available @ \$50/hr

2nd floor main window next to door

- 27" x 49" \$ 85 Side light windows next to Gallery door
- 23" x 18" \$ 35

Gallery windows

- 38" x 16" \$ 50 (per pane)

Vinyl Posters & Banners

- 24" x 18" \$ 35

WATER STREET STUDIOS: SOLO SHOW GALLERY APPLICATION

Name: _____

Address: _____ City & Zip: _____

Phone number: _____ Email: _____

Web site: _____

➤WSS Renting Artist:

➤WSS Artists Member:

➤Non Renting Artist:

Please check the box from the list below that best describes the work you are submitting for consideration.

<input type="checkbox"/> Clay	<input type="checkbox"/> Drawing / Illustration	<input type="checkbox"/> Fiber	<input type="checkbox"/> Glass
<input type="checkbox"/> Wood Cut	<input type="checkbox"/> Mixed-Media	<input type="checkbox"/> Mosaic	<input type="checkbox"/> Painting / Water Color
<input type="checkbox"/> Photography	<input type="checkbox"/> Print Making	<input type="checkbox"/> Sculpture	<input type="checkbox"/> Jewelry *

**Please mail your nonrefundable Application Fee to address below. Artist Members receive a one time 10% discount per year.
(If paying by check, please make out to Batavia Artists Association nfp, Inc.)**

Labeled Images must be provided on a CD and must be of the work you are submitting.

Please fill out the information about your artwork below.

**If your works are smaller pieces in larger quantities, i.e. jewelry and other hand made functional arts, please attach your own Artwork Description like the one below with item name and pricing, since we only allow for eight pieces on the application. We need a detailed inventory from you so we can catalog it into our system accordingly.*

Title: _____	Title: _____	Title: _____	Title: _____
Price: _____	Price: _____	Price: _____	Price: _____
Medium: _____	Medium: _____	Medium: _____	Medium: _____
Dimensions: _____	Dimensions: _____	Dimensions: _____	Dimensions: _____
Title: _____	Title: _____	Title: _____	Title: _____
Price: _____	Price: _____	Price: _____	Price: _____
Medium: _____	Medium: _____	Medium: _____	Medium: _____
Dimensions: _____	Dimensions: _____	Dimensions: _____	Dimensions: _____

Dates of show: _____ **Date & Time of Set and Take Down:** _____

Does the display of your artwork require any special anchoring, platform, lighting or protection?

Artist's Acknowledgement:

I am the owner of all rights to the above described work of art. I understand and agree that Water Street Studios agrees to exercise ordinary care for works exhibited at the Gallery. I hereby release and forever discharge Water Street Gallery, directors, employees and volunteers from any responsibility, personal liability, claims, loss or damage what so ever arising out of the use of the Gallery. For this reason it was recommended that I carry insurance for my art work involved in the gallery. My signature below indicates that I acknowledge said recommendation and have chosen to waive that option. I further understand that my artwork cannot be taken from or sold outside of the display premises during public exhibitions and a description and/or photograph of my artwork may be shown or published in Water Street Studio's newsletter along with other art program promotional items such as press releases or websites. I acknowledge that I must be an artist in good standing within the parameters of the BAA Code of Conduct and Behavioral Guidelines, and that Water Street Studios, at its sole discretion, has the right to reject any artwork submitted.

Artist Signature: _____ **Date:** _____

Mail APPLICATIONS TO:
 Steven Lockwood, *Gallery Director*
 160 S. Water St. Batavia, IL 60510
 Questions: galler@waterstreetstudios.com

SALES

- Commission – All sales are 100% to the artists and must be handled by the artist. Those interested in purchasing will be instructed to contact artist. (A notice with artist contact information should be displayed by the artist for the exhibit).
- Sales through the gallery are subject to a 60 (artist)/40 (WSS) commission structure. Artist will then receive a check for any sales at the beginning of the next month following the end of the show. Artist may decline this offer entirely.

Artist agreeing to gallery handled sales if applicable please sign here: X_____.

ART WORK DROP OFF & PICK UP

If artwork can not be dropped off at the designated drop off day and time, Artists wave their privilege to show their work in the show. Art work must be picked up on the date specified on page 1 of application. Artists whose work that is not picked a week after the designated pick up day will be charged a \$5 daily storage fee. If art work is not picked up within a month of the designated pick up day, artists wave all rights and ownership to such work and such work becomes the property of Water Street Studios.

Initials: _____

CODE OF CONDUCT (For Water Street Studios Resident Artists Only)

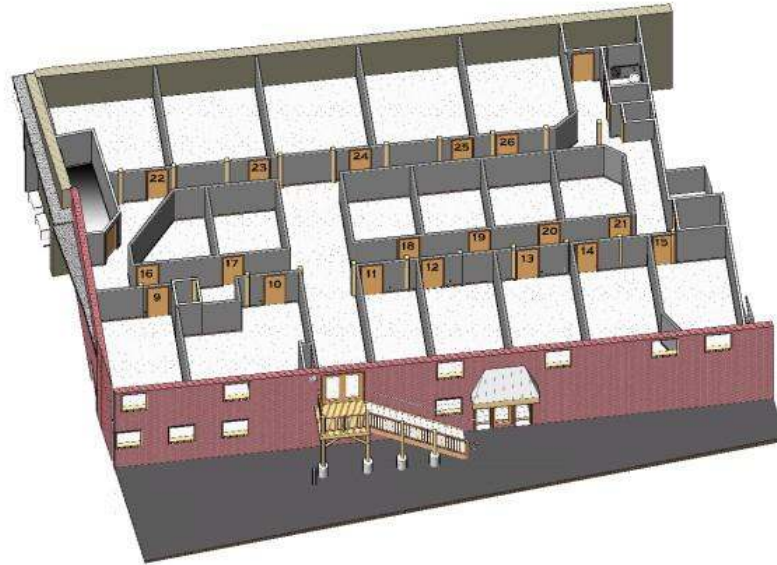
As a Water Street Studios Resident Artists, I will abide by the Rules and Regulations as well as the Code of Conduct associated with Water Street Studios. Failure to abide by said policies set forth by Water Street Studios may result in the removal of my pieces, or me, from the gallery.

Initials: _____

I agree to all the terms and conditions above.

Signature _____ Date _____

Mail APPLICATIONS TO:
Steven Lockwood, *Gallery Director*
160 S. Water St. Batavia, IL 60510
Questions: gallery@waterstreetstudios.com



2nd Floor Gallery Dimensions:

Gallery Walls

Two Main Entrance Walls: 19'x8', 13'x8'

Center Walls: 13'x8', 13'x8'

Back Wall: 6'x8'

