

Key West Art Center

Member Show Guidelines

The Key West Art Center is pleased to offer Exhibiting Artists and Associate Members the opportunity to have either an individual or small group show in accordance with the guidelines below. The guidelines vary slightly, as noted, for shows held during season (November - May) and off-season (June - October).

<i>Always</i>	Application: Artists must complete the application which will be presented to the Board for approval.
<i>Always</i>	Length and Scheduling: Each show will be two weeks in length. Shows are scheduled by the Art Center so as to avoid any conflict with other planned Art Center events.
<i>In-Season Only</i>	Space Usage Fee: The fee is \$150 per show and commission fees will apply. The \$150 non-refundable fee must be received by the Art Center at least four weeks prior to the show's opening.
<i>Always</i>	Type of Artwork: The artwork must meet the existing gallery rules and guidelines.
<i>Always</i>	Hanging the Show: Artists may hang the show only on the southern exterior wall of the first-floor gallery which faces Clinton Square Market. Artists are required to have enough work to fill the space. Work must be recent and may not have been shown in the gallery previously. Artists are completely responsible for hanging and breakdown of the show. The artwork must be taken down within 24 hours after the last day of the show. A print bin will be made available to the artist if requested.
<i>Always</i>	Artwork Tags: At least one week prior to the show the artist must provide a complete list of the artwork to be exhibited. It is preferable that the list be emailed to the Director or at least hard copies of a typed list be provided. Each piece must be listed with title, price and medium. Tags for the work will be created by the Art Center staff and hung appropriately after the artist hangs the show. (Please Note: Works hung in the gallery for shows are not checked into the Art Center's normal inventory card system. The list will be kept at the desk and sales will be noted on your list which will be returned to the artist after the show.)
<i>In-Season Only</i>	Opening Reception: Artists are required to host an Opening Reception. Artists must be present at the Opening Reception as host, provide modest refreshments, set up and completely clean up after the reception. Staff will be on hand to sell the artwork but are not expected to help with reception in any way. Opening Receptions are commonly held on the first day of the show from 5:00 pm - 7:00 pm.
<i>Always</i>	Advertising/PR: Artists are strongly encouraged to provide the gallery with printed invitations for the gallery to distribute. Artists are responsible for advertising the show with gallery support. The Art Center will send out a press release and the show will be put on the Art Center's website, calendar and on Facebook page.

Key West Art Center

Artist Member Show Application

Artist Name _____

Contact Phone _____ Email _____

If this is a Small Group Show each artist must return a signed application.
List the other artists here and return the applications together as a packet.

Show dates requested

Please give a brief description of the type of work you would like to exhibit. Include the medium and any other information; i.e., " The show will include framed watercolor paintings which focus on the creatures that thrive near our coral reefs."

I have read and agree to abide by the Artist Member show Guidelines.

For Shows held November - May: If approved I will provide the \$150 (cash or check) at least two weeks before the first day of the show.

Artist Signature

Date

Printed Name