



## 2<sup>nd</sup> Floor Gallery at Glens Falls City Hall

### APPLICATION FOR 2022

ARTIST'S NAME \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

WEBSITE \_\_\_\_\_

### DIGITAL IMAGES – ARTIST'S STATEMENT – ARTIST'S BIO

#### THREE DIGITAL IMAGES OF YOUR WORK MUST BE SUBMITTED.

If possible, works should have been created within the past three years and must reflect the theme of your exhibit. The images will be used in our Newsletter and in other publications. Please send images to Maria Clara Castano at [mariaclaracastano424@hotmail.com](mailto:mariaclaracastano424@hotmail.com)

#### ARTIST STATEMENT and BIO

must also be submitted to Maria Clara Castano at the above address.

PLEASE SEND APPLICATION and release of Liability FORM along with FEES\* to:

**North Country ARTS**  
**ATTN: Maria Clara Castano**  
**NCA 2<sup>nd</sup> Floor Gallery Coordinator**  
**71 Lawrence Street**  
**Glens Falls, New York 12801**

\*Checks are to be made payable to North Country ARTS

1. ***Be sure to make copies for your records.***



## **ARTIST RESPONSIBILITIES\***

***PLEASE READ THE FOLLOW CAREFULLY***

- \_\_\_\_\_ **An artist statement and bio are required and may be used for press releases.**
- \_\_\_\_\_ **The Artist is required to pay a non-refundable gallery fee .**  
\$30 for a solo show or a \$50 for a shared show split equally. The 2<sup>nd</sup> Floor Gallery is a member's only gallery, if you are accepted and are not a member, you are required to become a NCA member. For fee information, please visit our website, [www.northcountryarts.org](http://www.northcountryarts.org).
- \_\_\_\_\_ **Sales are between the artist and the buyer. NCA is entitled to 15%** of all sales which does not include the sales tax. **The artist must charge the buyer sales tax of 7%** . The artists are required to submit sales tax and the commission of all sold works in two separate checks made payable to North Country ARTS.
- \_\_\_\_\_ The Gallery may reject any artwork from installation if it imposes a safety issue or if it is **deemed to be inappropriate by the NCA Board**
- \_\_\_\_\_ The Gallery is not responsible for the theft or damage of any artwork. We recommend that the Artist insure their art, especially if any piece is valued over \$1500.
- \_\_\_\_\_ A list of artwork including the title, medium and price must be sent to the gallery coordinator, Maria Clara Castano at [mariacларacastano424@hotmail.com](mailto:mariacларacastano424@hotmail.com) , at least 30 days prior to the show's opening. Labels will be created by NCA.
- \_\_\_\_\_ Artists are required to inform the Gallery coordinators of any changes in additions and / or subtracts to the exhibit.
- \_\_\_\_\_ The Artist(s) **must be present** during the hanging of artwork. We ask that the exhibiting Artist(s) participate in the hanging of that is physically possible. We recommend that you visit the gallery prior to hanging.
- \_\_\_\_\_ Artists are responsible for all packaging and transportation costs associated with the delivery and removal of artwork.
- \_\_\_\_\_ Two-dimensional works weighing over 15 lbs. will NOT be hung.
- \_\_\_\_\_ Two-dimensional works must have a wire hanging system. Three-dimensional works must be secured to a base and balanced securely.
- \_\_\_\_\_ Artists may create their own postcards but **must include the NCA logo** which will be provided .
- \_\_\_\_\_ Artists must maintain a supply of business cards and/ or contact information at the Gallery.
- \_\_\_\_\_ **Artists must attend their reception**, which falls on the Friday following the hanging of the artwork **and are required to provide light refreshments.**

***\*Artists may be notified of additional requirements after acceptance.***

NCA has the authority to dismiss any application that is not submitted in full. We will NOT accept applications that are missing information. **The 2<sup>nd</sup> Floor Gallery is a NCA Members Gallery. If you are accepted and you are not a member of NCA, you are required to become a member.**

*To complete the application, please sign below:*

ARTIST'S NAME

DATE

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## 2<sup>nd</sup> Floor Gallery at Glens Falls City Hall

### RELEASE OF LIABILITY

In consideration of my participation with the North Country Arts "2<sup>nd</sup> Floor Gallery at City Hall"

I, \_\_\_\_\_, hereby release the North Country Arts Center and the 2<sup>nd</sup> Floor Gallery at City Hall, its employees and agents, and any other people officially connected with this event, from any and all liability for damage to or loss of personal property or artwork associated with this event, sickness or injury from whatever source, legal entanglements or loss of money, which might occur while participating in this event. Specifically, I release said persons and entities from responsibility for replacing or repairing any artwork or personal property which may become damaged, lost or stolen during the course of my participation in this event. All reasonable care and precautions will be taken but I am aware of the risks of participation. I understand that participation in this program is strictly voluntary and I freely chose to participate. I understand that the above-mentioned persons and entities do not provide insurance coverage for me. I verify that I will be responsible for any costs incurred as a result of my participation.

Additionally, should any piece be removed from the exhibit, I understand that a substitute must be provided. The NCA Gallery Coordinator should be notified prior to the removal of any items.

NCA is **not liable** for the work exhibited.

Items on display may be photographed or reproduced for non-commercial use in publications or publicity purposes only!

The Artist has read the above and agrees to these terms and conditions.

Artist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A non-profit 501(c) 3 cultural organization providing opportunities, encouragement and promotion for artists in the North Country since 1971.

71 Lawrence St, Suite 114, Glens Falls New York 12801 | [info@NorthCountryARTS.org](mailto:info@NorthCountryARTS.org) | [NorthCountryARTS.org](http://NorthCountryARTS.org)



<b>2<sup>ND</sup> FLOOR GALLERY ARTIST CHECK LIST</b>	
<b>APPLICATION</b>	
	DIGITAL REPRODUCTIONS
	ARTIST BIO
	ARTIST MISSION STATEMENT
	LIABILITY RELEASE
	FEEs CHECKS / MONEY ORDERS MADE OUT TO NCA
	INSURANCE VERIFICATION ( IF APPLICABLE)
<b>COMMUNICATION WITH GALLERY</b>	
	SEND MARIA CLARA CASTANO A LIST OF ARTWORK INCLUDE TITLE, MEDIA AND PRICE  ONE MONTH IN ADVANCE OF YOUR SHOW
	NOTIFY MARIA OF ANY ADDITIONS AND/OR CHANGES
<b>ADVERTISING</b>	
	ARTISTS WHO CHOOSE TO CREATE POSTCARD MUST INCLUDE THE NCA LOGO ON THE FRONT UPPER RIGHTHAND CORNER OF THE DESIGN  LOGO WILL BE PROVIDED
	BUSINESS CARDS AND ARTIST CONTACT INFO MUST BE AVAILABLE AT THE GALLERY DURING YOUR EXHIBIT
<b>GALLERY PREPERATION</b>	
	ARTISTS ARE RESPONSIBLE FOR THE PACKAGING AND TRANSPORTATION OF THE ARTWORK TO AND FROM THE GALLERY
DATE _____	ARTIST MUST BE PRESENT FOR THE HANGING OF THE SHOW
DATE _____	THE ARTISTS MUST BE PRESENT FOR THE TAKING DOWN OF THE ARTWORK
DATE _____	RECEPTION: ARTISTS MUST PROVIDE LIGHT REFRESHMENT AND ARRIVE A HALF HOUR EARLY TO SET UP
<b>PAYMENT</b>	
	ALL SALES ARE MADE BETWEEN THE PURCHASER AND THE ARTIST
	FILL OUT THE FORMS PROVIDED IN THE GALLERY AND FOLLOW THE INSTRUCTIONS
	THE ARTIST MUST CHARGE AN ADDITIONAL 7% SALES TAX
	NCA WILL RECEIVE 15% OF THE PURCHASE PRICE AS COMMISSION
	SEND COMMISSSION AND SALES TAX IN TWO SEPARATE CHECKS / MONEY ORDERS TO NCA 71 LAWRENCE STREET GLENS FALLS NY 12801

SEND ALL COMMUNICATIONS TO MARIA CLARA CASTANO  
[Mariacларacastano424@hotmail.com](mailto:Mariacларacastano424@hotmail.com)

