



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

## APPLICATION FOR 2023

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 [mariaclaracastano424@hotmail.com](mailto:mariaclaracastano424@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 3



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



<b>2<sup>ND</sup> FLOOR GALLERY ARTIST CHECK LIST</b>	
<b>APPLICATION</b>	
	DIGITAL REPRODUCTIONS
	ARTIST BIO
	ARTIST MISSION STATEMENT
	LIABILITY RELEASE
	FEE 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 REFRESMENT 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 CHANGE 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

[Marialaracastano424@hotmail.com](mailto:Marialaracastano424@hotmail.com)