



2nd Floor Gallery at Glens Falls City Hall

APPLICATION FOR 2025

ARTIST'S NAME _____
PHONE # _____
EMAIL _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
WEBSITE _____

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

For consideration please submit the following:

***THREE DIGITAL IMAGES** that represent work you will be exhibiting. IF YOU ARE SELECTED, the images will be used in our newsletter, other publications, and social media.

***DIGITAL IMAGES**, along with **ARTIST STATEMENT** and **ARTIST BIO** should be E-MAILED to contact person, **ROBIN BREWER**, at elizabeth122935@gmail.com

***MAIL** the completed **APPLICATION FORM**, along with signed **LIABILITY FORM** and **ARTIST RESPONSIBILITY** agreement to:
Robin Brewer
46 Candleberry Drive
Queensbury, NY 12804

BE SURE TO MAKE COPIES FOR YOURSELF



ARTIST RESPONSIBILITIES*

PLEASE READ THE FOLLOW CAREFULLY and Be Sure to make a copy for yourself.

- An artist statement and bio are required and may be used for press release.**
- Sales are between the artist and the buyer. Submit sales tax (7%) for items sold to NCA.**
Send check payable to NCA, to Judith Aratoli Tully at 27 Kimberly Lane, Queensbury NY, 12804.
- 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.**
- A list of artwork including the title and medium must be sent to the gallery contact, Robin Brewer, at elizabeth122935@gmail.com , at least 30 days prior to the show’s opening, if you prefer not to do them yourself.**
- The Artist(s) must be present during the installation of artwork. We ask that the exhibiting Artist(s) participate if physically possible. We recommend that you visit the gallery prior to the installation to review the space.**
- Artists are responsible for all packaging and transportation costs associated with the delivery and removal of artwork.**
- Two-dimensional works must have a wire on the back to hang the piece. 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 are encouraged to provide an opening reception. You are responsible for light refreshments and supplies, if you choose to have one.**
Receptions are generally held on the Friday following the installation of the artwork, from 5 - 7pm.

****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 2nd Floor Gallery is a NCA Members Gallery. If you are accepted and you are not a member of NCA, you are required to become an NCA member.**

To complete the application, please sign below:

_____ ARTIST’S NAME

_____ DATE



2nd Floor Gallery at Glens Falls City Hall

RELEASE OF LIABILITY

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

I, _____, hereby release the North Country Arts Center and the 2nd 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.

North Country ARTS, 71 Lawrence Street, Suite 120, Glens Falls, New York 12801
info@ northcountryarts.org. / northcountryarts.org

2nd FLOOR GALLERY PURCHASING FORM

NCA has waived the commission fee.

Artist must collect sales tax on each item sold and remit to NCA

FORM A NCA Copy

ARTIST _____ PRICE _____ DATE _____

TITLE OF ARTWORK _____

PURCHASER _____

PHONE # _____ EMAIL _____

ADDRESS _____ ZIP CODE _____

AMOUNT OF SALE _____ SALES TAX _____

7% sales tax must be added to the sale price.

At the end of your exhibit, submit the sales tax for all items sold.

Send a check payable to NCA to

Judith Aratoli Tully/27 Kimberly Lane/ Queensbury, New York 12804

FORM B ARTIST COPY

ARTIST _____ PRICE _____ DATE _____

TITLE OF ARTWORK _____

PURCHASER _____

PHONE # _____ EMAIL _____

ADDRESS _____ ZIP CODE _____

AMOUNT OF SALE _____ SALES TAX _____

FORM C PURCHASER COPY

ARTIST _____ PHONE # _____

PHONE # _____ EMAIL _____

TITLE OF ARTWORK _____

AMOUNT OF SALE _____ SALES TAX _____

PURCHASER: PLACE THIS FORM IN THE WOODEN BOX AND PUT A RED STICKER ON THE ARTWORK TO BE SOLD.

CONTACT THE ARTIST

AT THE TIME OF PICK-UP DETACH **FORM C** AND RETAIN FOR YOUR RECORDS

ARTIST KEEP **FORM B** FOR YOUR RECORDS AND SUBMIT **FORM A** ALONG WITH A SALES TAX CHECK PAYABLE TO NCA