



## **Call to Artists**

2017

**The Gallery Within** is announcing a new direction in its mission and vision. The conceptual statements that will guide the art that we curate and present as we move forward are as follows:

### **MISSION**

The Gallery Within - located in Webster Groves Christian Church aspires to play a role in the presentation of ideas through the visual arts and thus foster conversations about diversity, inclusiveness, activism, acceptance and social justice. We offer a presentation space for artists to challenge thinking around preconceptions surrounding those who are most marginalized in society.

### **VISION**

Visitors will see artwork in various media including painting, works on paper, sculpture, fiber, and three dimensional works presented in a secure and attractive exhibition gallery with additional space for symposia, workshops, talks, readings and openings that allow artists to express their perspectives. Topics such as racism, poverty, health and wellness, justice and oppression will be explored in this gallery as we dialogue around the greater community in an ever-changing world.

The Gallery Within was founded in 2010 under the direction of artists John Dyess and Carolyn Dixon Dyess, and is hosted at Webster Groves Christian Church. The Gallery was started with a desire to support the local arts scene and connect artists with viewers and collectors in an intimate setting. It has grown from a one wall exhibit space to a 3,000 sq. ft. presentation space integrated seamlessly into the church narthex and chapel. From the beginning the Dyess's agreed with pastor Rev. Jeff Moore that the gallery should focus on art that is driven by the expression of social issues. "Art has the power to evoke; it can often name truths and speak to issues of compassion, peace, and justice," said Moore. The mission and vision now articulated will continue and sharpen our interest in art expressing these themes. Artwork presented will be curated by The Gallery Within board of directors.

We wish to introduce ourselves to the St. Louis art community as a place for new, emerging, and established artists to show work that is centered on issues defined in our mission, and for patrons and collectors to find expressive artworks that communicate both visually and symbolically.

### **CALL TO ARTISTS:**

The Gallery Within is interested in applications from artists who are making work centered on the themes defined above. Artists interested in applying for a show date should submit their portfolio of works in PDF format and a resume / C.V. accompanied by an artist's statement or conceptual statement outlining their work and its relevance to the Gallery Within mission. Please find attached our Artists Requirements and customary consignment agreement. Send application materials via e to [admin@wgcc.org](mailto:admin@wgcc.org) attention The Gallery Within board.

### **GALLERY HOURS**

Tuesday through Friday: 9:00am to 3:00pm; Saturday scheduled activities or by appointment; closed Sunday and Monday.

**The Gallery Within**

1320 W Lockwood Avenue, St. Louis, MO 63122 314.961.3232

<http://wgcc.org/ministries/fine-arts/>

## Show Title

### EXHIBITION POLICIES AND PROCEDURES - Artist Requirements Exhibit A

**ARTIST NAME:** provide name

**GALLERY WITHIN SHOW DIRECTOR:**

**SHOW DIRECTOR CONTACT INFO:**

#### DATES

<b>Show Dates:</b>	Opening: 00-00-201X	Closing: 00-00-201X	
<b>Art Delivery Date:</b>	00-00-201X	By 3pm	With inventory sheet
<b>Reception Date:</b>	00-00-201X	6pm to 9pm	
<b>Gallery Talk:</b>	00-00-201X	Indicate time	
<b>Show Closing Date:</b>	00-00-201X	3pm	Last day of exhibition
<b>Artwork Pick-up Dates:</b>	Begin: 00-00-201X	Complete: 00-00-201X	By 3pm

Artwork must be accompanied upon delivery by an Inventory Sheet defining the Work (title, size, media) and its cost to the customer. Artwork cannot be removed from the gallery until the "Begin" pick-up date indicated above. All works must be retrieved from the gallery by the "Complete" pick-up date indicated above, or the Artist must make arrangements with The Gallery Within show director. Work not retrieved by the Complete Pick-up date will become the property of The Gallery Within.

#### WALL MOUNTED WORK

- Wall Mounted work shall not exceed 98 inches high x 84 inches wide, and may not exceed 40 pounds in weight. Diptychs and triptychs that exceed the maximum size limits for a single entry will be considered as two or three entries depending upon the total size.
- Hanging work must be fitted with hanging wire and screw eyes, French cleats, or other professional hanging devices. Any other hanging hardware must be reviewed and approved by the gallery Show Director. Work not fitted for hanging prior to delivery will be rejected. Prohibited hanging methods: saw-tooth clips, clip frames, binder clips, adhesive patches. (List may be expanded as experience dictates).
- Canvases must be framed or have gallery wrapped edges.

#### THREE DIMENSIONAL ARTWORK

- Any one piece of sculpture or installation piece may not exceed 84 inches x 60 inches x 60 inches.
- Any one piece of sculpture or installation piece may not exceed 75 pounds in weight.
- Ceiling suspended works must be reviewed by the Show Director and may not exceed 10 pounds in weight.
- The Artist must provide all equipment, cabling, and power cords for Works requiring power, data cabling, computer technology, image projection, or any other motorized or electrified components.
- The Gallery Within reserves the right to reject any work that is unstable, unusually fragile, or does not meet the above requirements.

#### SALES AND COMMISSIONS

Sales are encouraged, and The Gallery Within receives a 15% commission on all Work sold from the show during the Show Date period. Please refer to the Consignment Agreement for procedures and policies regarding sales.

#### LOCATION

The Gallery Within is located at 1320 West Lockwood Avenue, St. Louis, MO 63122, graciously hosted by Webster Groves Christian Church; directly west of the intersection of Berry Rd. and Lockwood Ave, on the south side of Lockwood. Parking is available on the south and west sides of the building.

#### SHIPPING AND DELIVERIES

Artists are responsible for shipping or personal delivery of artwork to and from The Gallery Within. If work is designated for return shipping, the Artist must provide prepaid return shipping service as offered by common carriers that will pick up from the facility. Packaging used must be reusable. Other arrangements must be discussed and approved by the Show Director.

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<http://wgcc.org/ministries/fine-arts/>

## CONSIGNMENT AGREEMENT

This Agreement is made between:

\_\_\_\_\_ (Artist)

Residing at: \_\_\_\_\_

Telephone: \_\_\_\_\_ E mail: \_\_\_\_\_

and The Gallery Within, a Missouri Not-for-Profit business entity operating at Webster Groves Christian Church (TGW). The Artist is interested in having artwork shown and potentially sold on a consignment basis by TGW, and TGW agrees to provide this service to the Artist according to the following terms and conditions.

- 1. Consignment / Price / Commission** Artists Work shall be held on consignment with TGW and offered for sale at the retail price provided by the Artist. The Artist agrees to provide a complete Inventory Sheet listing the title or description, date, media, size (h" x w" x d") and sale price or retail value of the Work or Works. TGW will receive 15% of the retail sale price and the Artist will receive 85% unless otherwise agreed to in writing. No discounts will be offered to buyers without the Artist's permission and any discounts will be equally applied to both the Artist's percentage of the proceeds and the TGW commission. Artwork does not have to be offered for sale, but a retail value must be declared for accurate insurance claims. Artist's Work is and shall remain the sole property of the Artist until sold.
- 2. Artist Requirements Exhibit** The Artist Requirements document provides various details and duties of the Artist and is hereby included in this Agreement by reference as Exhibit A.
- 3. Sales Terms and Procedures** TGW will facilitate sales as follows.
  - a. Missouri and local sales tax will be added to the retail price of the artwork and paid for by the buyer.
  - b. The gallery representative will record customer contact information and will collect funds, including sales tax, from a buyer in the form of cash or check.
  - c. The Gallery Within will maintain the Artist's inventory sheet to record sales in an accurate and timely manner.
  - d. The gallery representative will schedule a pick-up time with the buyer, which appointment will be after the Show Closing Date. In no event will the buyer be permitted to remove Work from the Show prior to the Show Closing Date set in Exhibit A.
  - e. Proceeds collected by the gallery, including sales tax collected, will be remitted to the Artist within thirty days of the Show Closing Date, less the gallery commission. The artist is responsible for reporting and remitting state and local sales tax.
  - f. Upon the Artist's request and approval by the Show Director, the gallery representative will record customer contact information and provide the customer with the artist's contact information so that the artist may conduct a private a sale. Work sold in this manner will be coordinated with the Show Director, and the buyer will collect the Work by appointment directly from the gallery after the Show Closing date. TGW commission on private sales will be withheld from Artist's percentage of the total proceeds generated by the show. In the event that no such proceeds are available from sales conducted by TGW, the Artist agrees to remit the 15% commission directly to TGW on the Artwork Pick Up Complete Date set in Exhibit A. TGW will be entitled to retain the Work until such time as the Artist makes the commission payment.
- 4. Reproduction** Except as stated below and to the extent permitted by law, the Artist shall retain all rights to reproduction of the Work. Sale of the material object does not constitute transfer of the Artist's copyrights, unless otherwise agreed to by the Artist and the buyer. The Artist agrees to furnish to TGW an image or images of the Work in digital format for the purpose of advertising the Show, and grants TGW limited rights of reproduction of such imagery solely for use in advertising the show and its scheduled events. TGW agrees to request the Artist's permission for any other use of reproductions that may arise after the Show, and agrees to abide by the Artist's decisions concerning such additional use.

5. **Term** This Agreement shall be effective commencing on the Art Delivery Date and shall remain in effect through the Artwork Pick Up Complete Date, as defined Exhibit A. This Agreement may be terminated by either party for any reason only with 30 days written notice. In the event of a claim of breach of responsibilities, either party will have seven days to make remedy of the breach to preserve the Agreement in effect. In the event that a breach cannot be remedied to both parties' satisfaction, the 30 day termination provision shall come into effect.
6. **Assignment** This Agreement is not assignable by either party.
7. **Insurance** All of the Artist's work consigned to TGW will be insured by TGW for 65% of the retail price for the Artist. Any loss or damage that occurs while the work is in TGW's possession which is not covered by insurance will be covered by TGW provided that TGW's liability under this paragraph is limited to the amount which would have been due the Artist if the work had been sold at the price stated herein. Artist must provide evidence of comparable sales. Artist must provide evidence of comparable sales or appraisal if there is a loss.
8. **Expenses** Any expenses resulting from the exhibition of Work shall be allocated between the parties as follows:

	Artist	TGW
Shipping of Work to TGW	X	
Advertising		X
Announcements		X
Photography for PR	X	
Framing	X	
Special Constructions	X	
Hanging Hardware	X	
Opening Reception		X
Shipping to Buyer	X	
Return Shipping to Artist	X	

5. **Entire Agreement** This Agreement constitutes the entire agreement between the parties. Any modifications in this Agreement must be in writing, dated, and signed the Artist and TGW.

ARTIST: \_\_\_\_\_ DATE: \_\_\_\_\_

TGW Representative: \_\_\_\_\_ DATE: \_\_\_\_\_

# theGallery WITHIN

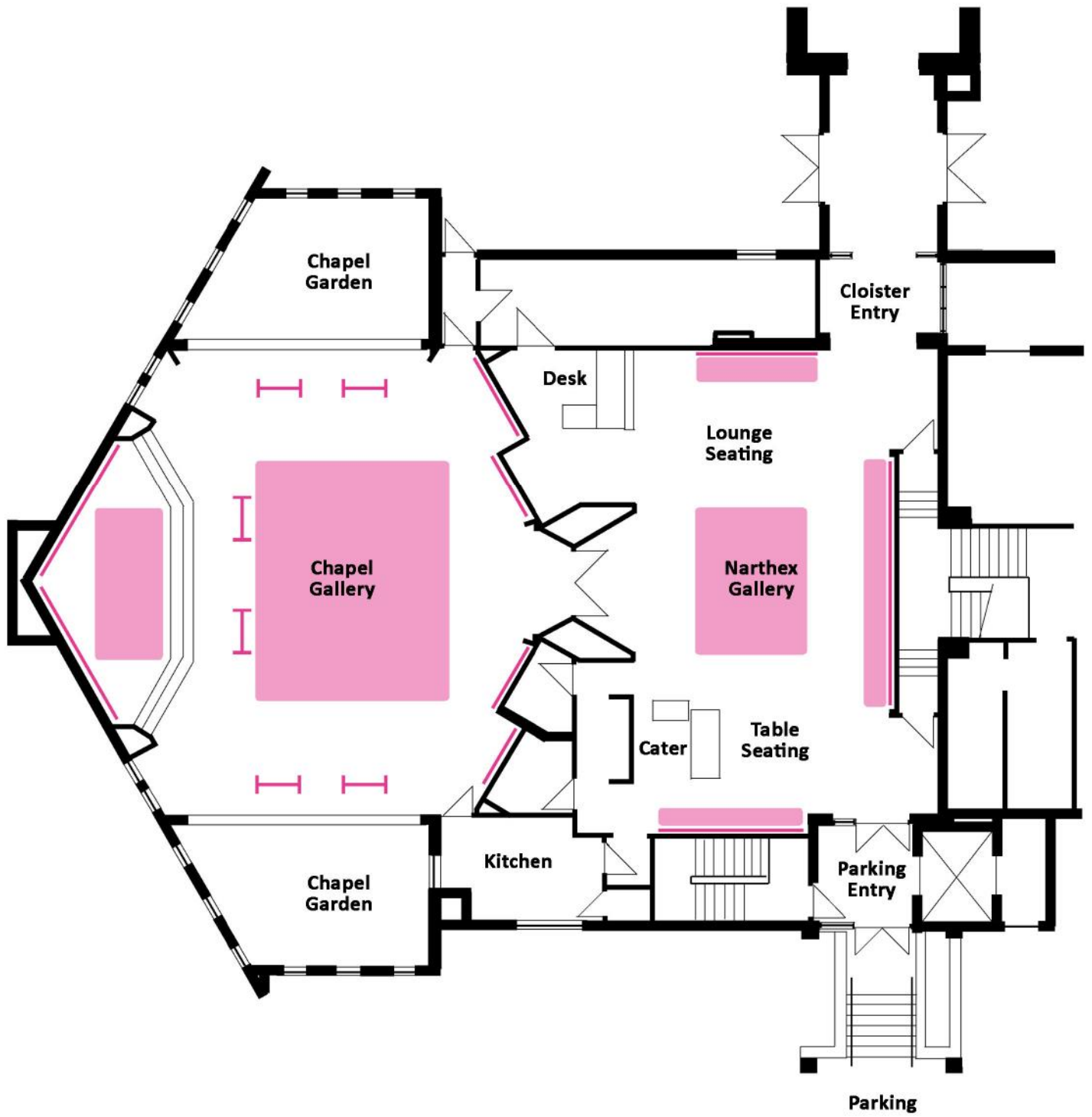
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**LEGEND**

- Wall Display Illuminated
- Pin-Up Board
- Pedestal Area