



*Bernice Kish Gallery*  
at Slayton House

**Policies and Information**

10400 Cross Fox Lane, Columbia, Maryland 21044

410-730-3987

The Bernice Kish Gallery at Slayton House (“Gallery”) exhibits regional visual artists and educates the public by presenting programs concerning the visual arts. The following policies have been established for all exhibits:

1. Each artist must include at least five (5) examples representing the artist’s work at the time of application submission. A weblink is acceptable for samples on a website.
2. Applications may be sent at any time. Artists will be notified of review date by Gallery.
3. All work submitted for exhibition must conform to the following standards unless otherwise approved by Gallery:
  - a. All work should be original in design and concept and executed within three (3) years of exhibit date.
  - b. Two-dimensional work must be no wider than 72” and appropriately prepared for hanging, with screw eyes (or rings) and wire. \*\*Plexiglas is required for work sized over 30” x 40”
  - c. All two-dimensional artwork on flexible material must be framed. All unframed work must obtain prior approval by Gallery to be accepted.
  - d. For group shows, each piece in the Gallery should have the following information affixed to the back – Name, Address/Phone Number, Title, Price or NFS
4. All artwork will be screened for appropriateness for the Wilde Lake Community Association and accepted or rejected at the discretion of the Gallery. The Gallery has the right to refuse any artwork that does not fit with the mission of our Association.
5. All artwork must remain in the Gallery for the duration of the exhibit, including pieces that have been sold.
6. A biography and statement about the artwork are vital in the preparation of press notices. These notices will be sent by the Gallery and will include photos if the artist has supplied materials by time of submission.
7. A show fee of \$80 must be paid to Gallery (check payable to WLCA) along with the signed agreement.
8. A 5% commission on works sold will be assessed by Gallery and due at the close of exhibit. Patrons indicating interest in artwork will be requested to leave their contact information. This will be forwarded to the artist. Payment and delivery arrangements are the artist’s responsibility. \*\*Artist must notify the Gallery if an item is sold (red dot) or to

be held (blue dot) so the Gallery can place proper signage on the labels. Please remember pieces may not be taken down until the end of the exhibit.

9. The artist or group is responsible for hanging and removal of the exhibit. The Gallery is not responsible for any damage caused by framing or hanging of artwork. Some materials (monofilament, nails and some hangers, hammer) are provided by the Gallery for use during hanging. Please bring your own scissors.

10. The Gallery will provide:

- a. Labels for your pieces (information provided by artist)
- b. Numbered price list for exhibit (information provided by artist)
- c. Framed artist statement (if provided)

11. Marketing – the Gallery will send out:

- a. A press release about exhibit and reception
- b. Exhibit information in our community newsletter
- c. If artist provides postcards/announcements/invitations, Gallery will display for visitors and send to other Columbia Community Centers, Columbia Arts Center, HoCo Arts Council, and Vantage House

12. Opening receptions are typically scheduled on a Sunday afternoon, as close to the initial hanging as possible, from 3-5pm.

- a. The Gallery also allows 30 minutes before and 30 after for setup and cleanup. Please keep in mind that three (3) hours is the total time you and your party may be on premises for the reception. **Initial** \_\_\_\_\_
- b. All reception areas and the kitchen must be cleaned within this timeframe. Please be sure to wipe all surfaces, throw away all trash, and sweep/vacuum if necessary. Trash cans will be provided but all trash and recycling must be removed from premises at the completion of your event. **Initial** \_\_\_\_\_
- c. Artists are responsible for providing any food, drinks, paper products, service ware, utensils, tablecloths, etc used for reception. Gallery will provide tables and chairs as requested.
- d. A facility manager will be present during your reception, but the artist is ultimately responsible for all guests in attendance.

- e. Gallery will schedule a walk through, if feasible, with artist to go over timeline, details, and setup several weeks prior to reception.
  - f. If you would like a live musician to play during your reception, we have contact information for a few local guitarists and are happy to try to schedule them. They charge \$80 to play for 1.5-2 hours. The Gallery will pay up to \$40 for this service. **You are responsible for paying the additional \$40, which is due to the Gallery on your exhibit hanging day.** We will need *at least 2 months' notice* if you would like us to try to arrange this.
13. The Gallery is also a rental venue, used by community members for both private and public events. As such, artist/s understand and freely accept the risks of damage to their artwork inherent in exhibiting in this type of space. The Bernice Kish Gallery at Slayton House does not insure any exhibits or displays. If you would like to acquire independent insurance for your exhibit, you must submit a copy of this insurance to the Gallery.
14. Artist/s permits Gallery to use photographs and/or videos of the artwork and events around the exhibit, artist's name, likeness, and/or bio/tagline in communication and advertising material for promotional purposes now and in the future.
15. Current Gallery hours are M-F 9am-4:30pm and closed Saturdays and Sundays. We strongly encourage visitors to call (410-730-3987) ahead to make sure all Gallery areas are available for viewing before visiting.

**Please sign and return this document with your application.**

I understand and agree to the above terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Exhibit Dates \_\_\_\_\_

Lk10/10/22