



Exhibit Guidelines

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The Pagosa Springs Arts Council is a nonprofit organization founded to help ensure a flourishing and diverse community by enriching lives through all of the arts. The Town of Pagosa Springs will host all PSAC exhibits in the Town Hall Rotunda at 551 Hot Springs Blvd.

Who can apply: We invite individual artists, as well as artists' groups and organizations, working in all media and from any geographic area to apply for an exhibit. Artists' groups and organizations may exhibit as a group with one application and a representative selection of slides or via computer JPEGs. We require that 75% or more of the art exhibited be available for sale. The selected artists are to show for three weeks. Individual artists may share the gallery with one or more other artists. The selection is based on the discretion of the Exhibits Team. **You will be notified if your work has been accepted.**

Portfolio review and selection: Applications are reviewed and selected by the Exhibits Team. The work is reviewed from the actual artwork, or from projected slides or computer JPEGs. The selected artists may have individual shows or may be grouped together to share the exhibit space. Exhibits include theme exhibits, juried shows, and combination exhibits showing both two and three dimensional art. The PSAC retains the right to refuse individual artist's work if the artist does not comply with this condition or if the artwork does not meet community standards. Slides and related material will be returned after the exhibit closes. The PSAC retains the right to use the slides or electronic representation for publicity purposes.

Exhibit collaboration: One of the purposes of the Shared Exhibits Program is to provide more variety of media within each exhibit. It is the roll of the Exhibits Team members and the PSAC staff to facilitate and guide the collaboration among the artists who are selected to share the exhibit space together.

Artists are responsible for the:

- ❖ complete and thorough submission of application materials.
- ❖ compliance with all deadlines regarding exhibit details.
- ❖ transportation/shipping and insurance of their artwork to and from the gallery.
- ❖ installation of their artwork, in collaboration with the other exhibiting artist(s), the Exhibits Team and the PSAC staff.
- ❖ providing refreshments at the reception (music is optional).
- ❖ removal of the work at the end of the exhibit and return of the gallery to its original condition.

The PSAC is responsible for the:

- ❖ overall coordination of the exhibit.
- ❖ design and layout of exhibit in consultation with the artists.
- ❖ production of and financial responsibility for the mailing of exhibit announcements.
- ❖ production of display title cards for gallery walls during the exhibit.
- ❖ publicity to the media.
- ❖ insurance for artworks at replacement value.
- ❖ sales, processing, and collection of sales tax for all work sold. (The PSAC retains a 30% commission).