



## Frame Factory & Gallery Exhibition Proposal Guidelines

139 N. Liberty St, Suite 101, Harrisonburg, VA 22802 | 540-433-2667 | [framefactoryharrisonburg.com](http://framefactoryharrisonburg.com)

### PROPOSAL PLANNING:

- Please familiarize yourself with the Frame Factory & Gallery (FFG) exhibition spaces prior to submitting a proposal. The shop is located at 139 N. Liberty Street, Suite 101, Harrisonburg, VA 22802.
- The FFG has two galleries, the Solstice Gallery and the Equinox Gallery:
  - The Solstice Gallery space includes two 6.5' tall gallery walls. The longer wall is 16' long and the second wall is 14' long.
  - The Equinox Gallery space includes two gallery walls. The larger wall is 13' long and 9' tall and the smaller wall is 8' long and 6.5' tall.
  - Please consider these space limitations when determining if the scale and size of your work is appropriate for the space. Approximately 40" x 40" or less is best for 2-dimensional works. 3-dimensional works will be considered on a case by case basis. The amount of work accepted is contingent on what can fit comfortably in the gallery space while allowing a free-flowing pathway for viewers.
- Frame Factory & Gallery caters to artists located in Harrisonburg and Rockingham County. However, we do entertain other regional artist proposals if the show is feasible for our space.
- Preference is given to new works, but all artwork will be considered.
- Exhibitions run two months, opening on the first Friday in conjunction with FFG's First Fridays of the Valley event. The 8th week, typically the last week of the month, is used for de-install and install.
- FFG promotes and markets the exhibition, via Facebook, the FFG website, and Instagram.
- In addition, the artist may opt to create something at her/his/their own expense; if so, FFG will provide the FFG logo. The artist will submit a proof to FFG for approval before the piece is distributed to ensure that accurate information is disseminated to the public.
- FFG does not support the censorship of art and will consider all submissions on a case by case basis.

## THE FINE PRINT:

- Artists must complete proposal form and turn in FFG Artwork Loan Agreement form at least two months in advance of proposed exhibition.
- FFG may photograph and/or videotape loans for the sole purpose of advertising and publicizing the event. Images/videos will only be used on social media (Instagram and Facebook) and the FFG website.
- FFG may allow local news outlets to photograph, film, or write about loans for publicity purposes.
- FFG does not provide or imply insurance for loans.
- Artist will provide images, artist statement, biography, and loan label information on dates specified when invitation to exhibit is extended.
- Artist will drop off and pick up loans during FFG business hours (Tuesday – Friday, 10am - 6pm or Saturdays, 10am - 4pm) on dates specified in the invitation to exhibit. If works are to be shipped, Artist will provide prepaid shipping labels.
- Artist will deliver all 2D artwork ready to hang: framed (or wrapped canvas) with wire across the back, suitable for hanging on one nail. Alternative hanging methods will be considered on a case by case basis.
- FFG must approve all accompanying display materials (hardware, shelving, installation objects, furniture, etc.).
- Artist will pay any repair charges for excessive damage to gallery walls or floors due to Artist negligence during loan drop-off or pick-up.
- Artist works in conjunction with FFG staff to install and de-install works of art unless other arrangements are made in advance.
- Artist will make all attempts to attend the exhibition opening reception during First Fridays of the Valley, 5-7 pm.
- While loans are exhibited at Frame Factory & Gallery, all sales of artwork must be coordinated by FFG. FFG retains a commission (20% opening night, 25% remainder of exhibit) for all loan sales to help cover exhibition/installation fees, promotion, and the opening reception. Artist payments (80/75% of purchase price) are disbursed on a monthly basis (i.e. a show that runs from January - February will receive payments for January sales on or by February 15th and February sales on or by March 15th) unless other arrangements have been made in advance and in writing.
- Works must remain on display for the duration of the advertised exhibition, unless prior arrangements are made in writing. In the event of a sale, the buyer may pick up his/her newly purchased art after the exhibition ends. FFG is responsible for contacting purchasers to let them know their artwork is ready to pick up. Buyer is responsible for shipping/handling costs, if needed, to deliver artwork if they are unable to pick up their purchases.

- If a natural disaster, public health emergency, or other unanticipated event requires changes to the exhibition schedule, FFG will contact Artist as soon as possible to discuss options such as cancellation, postponement, conversion to virtual format, etc.
- FFG strives to provide artists with a professional gallery experience while also being accessible to a wide range of artists at varying stages of their careers. FFG holds flexibility when working with individual artists or groups and is always open to discussion about exhibition guidelines.

## HOW TO APPLY:

- Submit the Google Form [Frame Factory & Gallery Exhibition Proposal](#) with attached images and other support materials.
- For visual submissions, submit 5 - 10 jpg images that best feature your work. You may also include detailed images of your work(s) of art as a way of showing surface and texture. Attach jpg images to your Google Form application (NOTE: Images that cannot be attached to the Google Form should be submitted via email to [framefactoryharrisonburg@gmail.com](mailto:framefactoryharrisonburg@gmail.com)).
- Poetry and writing can be shown in bound form. Writers are encouraged to apply. Attach writing sample(s) - not to exceed 10 pages - to your Google Form application (NOTE: samples that cannot be attached to the Google Form should be submitted via email to [framefactoryharrisonburg@gmail.com](mailto:framefactoryharrisonburg@gmail.com)).
- Film, video, or performance art submissions will be accepted on a case by case basis. Please contact FFG to discuss the best way for us to sample your work. For film/video exhibitions, the artist is responsible for providing all necessary TV/DVD/computer equipment for the duration of the exhibition.
- Submit resume, C.V., and/or brief biography with your proposal, as well as an artist statement approximately 2-3 paragraphs in length.

## CONTACT US:

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