

# WASHINGTON COUNTY Arts Council

34 S. Potomac St., Suite 100, Hagerstown, MD 21740  
301.791.3132 [www.washingtoncountyarts.com](http://www.washingtoncountyarts.com)

## GALLERY SHOP ARTIST PROPOSAL PROCEDURE

### The Gallery Shop

Thank you for your interest in selling your work in the Washington County Arts Council's Gallery Shop. The Gallery and The Gallery Shop are the public face of the Washington County Arts Council (WCAC). WCAC's goal is to advocate the arts by creating opportunities to make connections between the finest of local arts experiences and the community. The WCAC Gallery Shop displays visual art by local artists, and is visited by hundreds of local and visiting patrons, giving artists opportunities to both sell their work and the patrons the opportunity to find local handcrafted treasures.

The Washington County Arts Council is funded by the State of Maryland, Washington County, and by individuals, businesses and community partners. WCAC exhibits the art of Maryland State residents. Occasionally WCAC is able to extend the opportunity to out-of-state artists who live within a 50-mile radius of the county.

The WCAC is a non-profit organization and it retains a 30% commission on all work that is sold. The Gallery's commission is put directly into program funding beginning with the operating costs of the Gallery and Gallery Shop. All work in the Gallery Shop must be for sale. Artists will be paid for sales that accumulate to \$50 or every three months, whichever is sooner.

Inventory for the Gallery Shop is reviewed and selected by the Executive Director, Gallery Manager and a team of Gallery Advisory Committee members. If, for whatever reason, your proposal is not accepted during the current review session, WCAC encourages you to make any suggested changes to your proposal and try again at a later date.

The Gallery Shop Advisory Committee is looking for unique one-of-a-kind pieces. Craftsmanship, mastery of technical skills, consumer demand, and presentation are a few of the criteria considered by the review panel.

The WCAC proposal procedure is simply a way for the WCAC to keep a fair and organized method of granting shop space to the local growing arts community.

### Proposal Process

The Gallery Shop selections are made by a panel of artists, arts administrators, and art patrons convened by WCAC.

Final decisions may require artists to come to the gallery for a one-on-one meeting with the Gallery Manager to further discuss inventory and details. WCAC is currently accepting proposals on a rolling basis.

Be mindful that due to a large amount of interest in Gallery Shop space, WCAC strives to offer as many artists as possible the opportunity to sell their work with the WCAC. You could be asked to limit the amount of inventory you bring initially or to thin your inventory at any time as the list of represented artists grows.

To submit a proposal, you must supply the following:

- 7-10 digital images (per artist) of recent work (created within the last 2-3 years) Jpg images should be as close to 1024 pixels x 768 pixels as possible with a resolution between 72ppi and 240ppi (pixels per inch). File size should be at least 1,100KB (1.1MB) and less than 2,500KB (2.5MB).. If using a disk, please use a CD (no DVDs).
- Include an image list noting the artist's name, title, dimensions, price, date completed (preference is shown to new work) & material(s) used.
- A brief proposal, describing the process, materials and final product-no more than one page. Include all contact information (Mailing address, phone number & email address).
- For each artist: An artist statement, a current brief artist resume, a headshot (jpg - see above), and website address. Each artist must also fill out the attached Washington County Arts Council Media PR release form.

(If you do not have the ability to make digital images, printed color photos of your work (must be enclosed in plastic and labeled with: artist's name, title & medium.) will be accepted.)

Images submitted should substantially represent the scope of the work to be sold, however WCAC recognizes that new work may be created before your proposal is accepted and work is delivered. Work in all media will be considered. Work should be created in the last 2-3 years and preference is given to items not on display and/or for sale in another venue within a 10-mile radius.

These proposals can be hand delivered to the WCAC Gallery during regular Gallery hours (Tues - Fri 11-5, Sat 10-4) or you can email or mail them. Please mark your envelope. ATTN: Gallery Manager. If you send a SASE with proper postage the photos/disks can be mailed back to you.

**Questions? Contact Gallery Manager  
Chris Brewer at (301) 791-3132 or email  
[gallerymanager@washingtoncountyarts.com](mailto:gallerymanager@washingtoncountyarts.com)**

Artist Name:

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Street Address:

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City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_@\_\_\_\_\_ Website: <http://www.> \_\_\_\_\_

**All artists also need to have a LICENSE AND RELEASE form (attached below) on file with the Washington County Arts Council. If you already have one on file, you do not need to supply another.**

**Washington County Arts Council  
LICENSE AND RELEASE**

In consideration of the opportunity to participate in the Washington County Arts Council, Inc. (WCAC) publicity, website, social media sites, and printed and electronic publications, the undersigned hereby grants permission and license to WCAC to use digitized media (“Media”) provided to the WCAC via the Exhibiting or Shop Artist or produced by WCAC staff, for the purpose of enhancing the content and design of WCAC print and online publications and sites.

I represent and warrant that I have the full and unrestricted right to grant this permission, and that the Media provided by me for this purpose are original and do not infringe the copyright or any other proprietary right of any other person. I understand that this media may be modified for design purposes in WCAC publications, will be used solely as noted above, and will not be used by WCAC or its contractors for any other purpose. Written acknowledgement will be made in the publication of those individual artists who provided this media to WCAC.

The undersigned artist or individual hereby indemnifies and absolves the Washington County Arts Council, WCAC, and their officials, agents and employees from and against all claims, suits, damages and costs arising out of or resulting from the use of the content or media.

Signature \_\_\_\_\_

(If under 18 years old, parent/guardian must sign)

Date \_\_\_\_\_

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

(If under 18 years old, list artist’s name as well as parent/guardian)

Email \_\_\_\_\_

Telephone/s \_\_\_\_\_

County \_\_\_\_\_