

601 Clyde Fant Memorial Parkway
Shreveport, LA 71101

673-7703



Hours: (closed Monday)
Tuesday - Friday 10 until 4
Saturday 10 until 5
Sunday 1 until 5

APPLICATION TO EXHIBIT

Organization/Individual: _____

Exhibit Title: _____

Address: _____ City _____ State/Zip _____

Contact Person: _____

Phone Numbers: Home _____ Work _____ Cell _____

E mail address: _____

Gallery Requested: _____ Number of Pieces Anticipated: _____ Date of delivery: _____

Main Gallery _____ (45 or fewer pieces) _____ Who will be present for hanging? _____ Date of installation: _____

Corridor Gallery _____ (40 or fewer) _____ Phone: _____ Date of removal: _____

Wafer Gallery _____ (25 or fewer) _____ (to be completed by Barnwell staff)

Sizes of pieces range from _____ x _____ to _____ x _____

Exhibit Description:

Opening Reception:

Light Refreshments provided by Friends of Barnwell the Sunday following installation, from 2-4 pm. _____

The artist/group may provide refreshments at their own expense if a more elaborate event is desired. _____

ATTACHMENTS to be returned with this form:

- 10-12 digital images (300dpi) on a CD (will be returned, if requested)
- Artist's Statement and/or Resume, to be displayed during exhibit OR
- Organization Purpose or Statement (please limit statement to 1 letter-size page)
- Listing of works (when works are delivered; see back of page)

Please verify details of the exhibit with the Director at Barnwell (318) 673-7703 at least 2 weeks before opening.
Hours: Tues. - Friday 10am until 4pm; Sat. 10am until 5pm; Sun. 1pm until 5pm.

I have read the Rules and Schedule Information on the back of this application and I will use the above checklist to ensure the exhibit is in order.

Artist's/Show Chairman's Signature _____ Date _____

Approved by _____ Date _____

--Please turn to the back of this page--

Revised 5/25/11

Rules and Schedule Information for Art Exhibits

Delivery of Work

Works to be exhibited should be sent prepaid to the Barnwell Garden and Art Center, 601 Clyde Fant Memorial Parkway, Shreveport, LA 71101. Works must be packed in substantial, re-packable, wood crates only, and must be by carrier who will deliver to the Center. Do not deliver by bus. Works will be returned according to previous arrangements with the Director at exhibitor's expense. Hand deliveries of exhibits must be made on the date scheduled between the hours of 10am and 1pm. Work must be picked up by noon on the Tuesday after the exhibit closes on Sunday.

Listing and Value

At the time works are delivered, they are to be accompanied by a listing giving title, media, name of artist and value or sale price. If an item is not for sale, NFS should be indicated and a value should still be given for Barnwell office purposes. This will be used by staff to create gallery labels for the works.

Commission and Taxes

Any works sold from an exhibit in the Barnwell Center will be subject to a commission of 30% of the gross sales price, which will be deducted from the amount remitted to the exhibitor. State and local sales taxes will be charged on all sales to the purchaser. All sales are handled through the Barnwell Center gift shop only.

Exhibit Limitations

Art exhibits hanging in the Main Gallery will be limited to 45 or fewer works. Exhibits in the Corridor Gallery art limited to 40 or fewer works. Exhibits in the Wafer Gallery are limited to 25 or fewer works. The Art Committee reserves the right to remove works if the installation is too crowded. The artist must be present for difficult installations. No art work may be removed from an exhibit before the scheduled date of closing. The Barnwell Center reserves the right to exclude any entry too fragile for exhibition or offensive to good taste.

Preparation of Works

All works will be labeled on the back with the artist's name, address, telephone number, title, medium and price. Gallery wrapped canvases may be hung unframed. Other work must be suitably framed. For works under glass, clear acrylic glazing (Plexiglas, for example) is preferred. Glass may be used, but weight and safety are considerations for pieces larger than 30x30. Wire must be firmly attached to the backs of all pieces to be hung, using eye screws or D-rings installed approximately 1/3 of the way from the top of the piece. Works must be at least 10 inches wide to accommodate our hanging system, which uses a 5-inch wide bracket on a railing. Please call if you have questions!



Publicity

The digital images provided will be used for publicity purposes.

The Barnwell Center will advertise the exhibit by means of the following:

- barnwellcenter.com website
- * Barnwell email list
- * News release
- * Facebook
- * Forum calendar
- shreveportbossierfunguide.com website
- * Digital marquee in front of the Barnwell Center
- Postcard invitations sent to the Barnwell membership list

Any additional publicity will be done at the expense of the artist and is the artist's responsibility.

Opening Reception

By 2 weeks before the exhibit, arrangements should be made with the Director for tables, chairs and equipment needed. Receptions, other than the usual Barnwell opening, are to be handled by and at the expense of the exhibitor.

Liability

All reasonable care will be given to works submitted. However, all works will be shipped, handled, and displayed at the artist's own risk. The Barnwell Garden and Art Center, Friends of Barnwell, the City of Shreveport, nor any of its agents will be responsible for damage to, loss of or deterioration of any object while in transit or located in the center.

Artist's or Show Chairman's Signature _____ Date _____