

GRACE CATHEDRAL

Cloister Gallery Exhibition Guidelines

The following guidelines are intended to help those preparing to show their art at the Cloister Gallery organize their work and plan their exhibit.

The Gallery displays only original works; reproductions and prints are not accepted with the exception of gleece prints of the artist's original works. There is space for 16 pieces with the following maximum width dimensions: four 24", six 36", and six 42". Artists are encouraged to select works around a particular theme.

Exhibits are normally installed prior to the first Sunday of the month and are normally taken down following the last Sunday of that same month. Artists are encouraged to be present when their work is being both installed and taken down.

The Gallery will provide all hardware necessary for hanging two-dimensional works; additional hardware is not to be used. Artists are requested to use braided or stainless steel wire for hanging. Stands and pedestals for three-dimensional works are not available and must be provided by the artist. No adhesives of any kind may be used to secure items to the walls throughout the Gallery.

Artists are to email digital images of the works in the exhibit, a personal digital image of the artist, biographical information, and a list of each work with information such as the title, the media, dimensions, date of composition, and price. The Gallery will prepare printed material with this information for distribution during the exhibit.

Promotional information (brochures, catalogs, business cards, etc.) and a guest book may also be left by artists in the Gallery for the duration of their exhibit.

Artists are invited to attend a Sunday 10:30 am worship service at the Cathedral during the course of their exhibit to meet the community and give Cathedral members a chance to welcome them and ask questions about their work. It is also possible to schedule an opening reception, but all arrangements must be made by the artist and coordinated with the Cathedral's calendar.

Grace Cathedral uses security procedures during its hours of operation, as well as an alarm and security service overnight but cannot be responsible for works that are damaged, destroyed, or stolen. Artists are encouraged to insure their works prior to bringing them to the Gallery.

Patrons interested in purchasing works displayed in the Gallery will be provided with contact information for the artist, and all sales will be negotiated directly by the artist and the patron. At the end of their exhibit, artists are encouraged to make a contribution of approximately 15% of all sales made during the course of the exhibit to Grace Cathedral. Grace Cathedral uses these voluntary contributions to defray costs incurred during the exhibit (if any) and for the purpose of outreach ministry in the Topeka area.