



## EXHIBITION PROPOSAL: SUBMISSION GUIDELINES

### Exhibition Galleries

The A. N. Bush Gallery and the Focus Gallery, operated by the Salem Art Association (SAA) Gallery Staff, are exhibit venues for contemporary artists. The A.N. Bush Gallery focuses on regional, national and international solo and group exhibitions. Exhibits in the A.N. Bush Gallery, covering a space of 1,270 square feet, usually include an educational component. In the Focus Gallery, measuring 150 square feet, exhibits help promote emerging and mid-career artists from the Mid-Willamette Valley and surrounding areas. Exhibits usually rotate every six to eight weeks.

### Proposal Submissions

We welcome all exhibit proposals and thank you for your interest in the Salem Art Association. Creative approaches and content are always valued, and superior craftsmanship is an absolute necessity. To ensure the timely and thorough review of your proposal, please follow the guidelines below:

### Required Materials

- Completed Exhibition Proposal Form. (See page 3.)
- Exhibition proposal narrative, including your inspiration and vision for the show, any interactive or auxiliary components (such as an artists' talk or performance), the requested two-month exhibition period, and the reason you feel your show has educational value for the mid-Willamette Valley. (Please be specific.)
- Curriculum vitae or resume, plus a bio, process statement, and artist statement for each participating artist.
- Four digital images of sample work (created within the last year) for each participating artist. Digital files must be submitted on a PC platform CD. JPEG files with a resolution of 300 dpi and a file size of approximately 5-10MB are ideal. Label each digital file with a number and the artist's name. Label the CD with your name, phone, email and "Exhibition Proposal." Note: The quality of your images may directly influence the exhibition proposal review process. Please do not submit slide shows, Flash files or website links and please do not e-mail submissions.
- Self-addressed stamp envelope (if you would like your materials returned).

### Materials should be mailed or hand delivered to:

Salem Art Association  
Attn: Galleries Program  
600 Mission Street SE  
Salem, Oregon 97302

**Jury Process**

Exhibit proposals are reviewed on a semi-annual basis by a panel composed of the SAA gallery staff and the Galleries Advisory Committee. The Galleries Advisory Committee includes local professional artists and arts administrators plus a member of the SAA Board of Directors and a member of the SAA Gallery Guides (docents). The jury panel meets in April and August of each year to review proposals; proposal applications must be received on or before April 1 and August 1 to be considered. Please note: Our exhibition schedule is normally finalized two to three years in advance.

**Commission**

The commission split is currently 50/50 with the Salem Art Association retaining 50% of the retail price from the sale of artworks. Please price your artwork to include this commission. Art sales support both the artists and SAA's many educational programs. SAA reserves the right to change the commission split for future exhibits for which an exhibition contract has not been executed. Any relevant changes to the commission policies will be communicated to those submitting exhibition proposals.

**Craftsmanship**

All materials used in the creation of artwork must be of high quality. Work on canvas boards or canvas paper will not be accepted. Upon acceptance, if the quality of craftsmanship and materials is in question, the gallery staff retains the right to reject any or all of the pieces delivered to the Gallery.

**Presentation**

Two-dimensional work must be brought or shipped to the Gallery ready to hang. Framing and matting must be of professional quality with no sign of wear. Frames should complement the work—simple is best. Adequate hanging wires are a must.

**Curatorial Management**

The Gallery Staff are solely responsible for curating, designing and installing exhibits in the A.N. Bush Gallery and the Focus Gallery, however, input from exhibiting artists is welcome.

For additional information contact: Catherine Alexander, Galleries Director, at 503-581-2228 x302 or at [catherine@SalemArt.org](mailto:catherine@SalemArt.org).

**EXHIBITION PROPOSAL FORM**

Primary Contact \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Artist Name \_\_\_\_\_

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| Title #1 | Medium | Dimensions/Weight | Price |
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| Title #2 | Medium | Dimensions/Weight | Price |
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| Title #3 | Medium | Dimensions/Weight | Price |
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| Title #4 | Medium | Dimensions/Weight | Price |
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Artist Name \_\_\_\_\_

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| Title #4 | Medium | Dimensions/Weight | Price |
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Please attach additional pages to accommodate additional artists.