



arts league of lowell

Greenwald Gallery Rental 2018

307 Market Street

Lowell, MA 01852

Tel: 978-221-5018

www.ArtsLeagueofLowell.org

The Arts League of Lowell Gallery Committee and Event Rental Committee will make the John Greenwald Gallery available to current ALL members for one-person or small group shows in 2018.

Show slots are about 26 days in duration. Please note: time slots run from Wednesday through Sunday. The gallery is closed on Mondays and Tuesdays, so those days (before and after) are available for tear-down and set-up for Greenwald Gallery exhibitors.

Following are the slots that are available for 2018:

Slot #6: Jun. 6 – Jul. 1

Slot #7: Jul. 5 – Jul. 29

Slot #8: Aug. 1 – Aug. 26

Slot #9: Aug. 29 – Sep. 23

Slot #10: Sep. 26 – Oct. 21

FEE

\$200 for use of the Greenwald Gallery. A \$100 non-refundable deposit is required to secure the space. The balance will be due on your start date.

CONTACT

For 2018 shows, Roberta Bloom will be the ALL point person for shows in the Greenwald Gallery. roberta@mediapersecond.com. Contact Roberta with questions and concerns.

SHOW PROPOSALS

Contact ALLEvents@artsleagueoflowell.org for availability and to submit your proposal for a show. Proposals should include:

- a brief description of the show concept or theme
- sample photos of your work or work from participants in a group.
The photos do not have to be of the actual work that will be in the show but do need to reflect the type of work that will be shown.
- Approximate number and type of pieces to be displayed (approximate 2D, 3D, sizes etc.)
- preferred time slots, 1st and 2nd choice
- contact information for single artist or artist taking the lead for a group show.

The Gallery and Event Rental Committees will review your proposal and contact you with acceptance or rejection for 2018. Time slots are limited. Review will be based on whether the type of work in the proposed show will complement or make a good counterpoint to the show scheduled in the ALL Gallery as well as first-come, first-served basis. It is not a formal jury, but quality of work, craftsmanship and professional exhibition standards will be considered.

GENERAL GUIDELINES Please consider before you decide to make a proposal.

Show Hours

The Greenwald Gallery will be open for the same hours as the ALL Arts Gallery
Wednesday – Saturday: 12 – 6; Sunday: 12 – 4

Please be aware that there may be extended hours (e.g. First Thursdays) during your time slot.

Setup and Teardown

The Gallery is closed on Mondays and Tuesdays. Each available time slot includes a Monday or Tuesday (or both) on either end of the slot for setup and teardown. It is important to plan your show so that your work is presented professionally. Consider finished edges and frames. The work needs to be wired and ready to hang when you bring it to set up your show. If you are new to designing or hanging a show, please ask for advice ahead of the show. We will provide guidelines and advice. Teardown includes leaving the space in good condition for the next person to set up their show. If you need additional time for setup or teardown, work with Roberta to arrange access to the ALL Gallery.

Sales

All sales from your show will be handled at the ALL sales desk. A list of all pieces in the show is required for the sales desk. The list should include the name of the work, the price, media or description. MA state sales tax will be charged and a 25% sales commission will be retained by ALL. You will be paid for sold art work within 15 days after the close of your show.

Gallery Sitting

It will not be necessary for you to sign up for gallery shifts during your show. The Gallery maintains a gallery-sitting schedule for ALL Gallery and Co-op obligations. If you volunteer for gallery shifts on the schedule, you will be expected to be present and manage the entire gallery as usual.

Labels and Show List:

Work in the show must be labeled with printed labels. Please do not present hand-written labels. A matching label should be affixed to the back of the work.

ALL policy for shows is to encourage buyers to leave pieces for the duration of the show. If they insist on taking a piece, we certainly allow it.

You will need to decide whether you would like sold pieces to remain in the show until the close if the buyer agrees. If that's your policy, you will be responsible for delivering sold pieces to customers after the show closes. Sales personnel will be instructed to get contact information from the buyer at the time of the sale.

Classes and Events:

The Greenwald Gallery is a multi-functional space and may be used for art classes and occasional events that take place in the gallery during closed hours and days. It may be necessary to move work that is displayed in the center of the room (on floating panels or pedestals) to the edges during a class or event. ALL personnel will be responsible for moving and replacing your art work on these occasions. Every effort will be made to treat your work with respect and to prevent damage. It is important to design your exhibit with this in mind. Attach wall hangers securely. Make sure pedestals can be moved, if necessary. ALL carries some insurance for works in the gallery. Please ask for details.

Marketing and Promotion

You will be responsible for the design and printing of any promotional materials pertaining to your show (postcards, posters, wall lettering etc.). We will be happy to help you with technical details and advice if you are unfamiliar with printing processes.

ALL will publish an image (if provided) and show information on the ALL web site. Additionally, ALL will promote your show on our social media channels and to our email list.

Artist Reception

You will be responsible for planning a reception for your show, for food and beverages served and for providing paper products used at the reception. Please arrange a date and time with the ALL point person when your show is scheduled. If you are planning to serve wine, a permit must be obtained from the City of Lowell by ALL well in advance of the reception. Discuss details with the ALL point person to plan a successful reception. The ALL kitchen will be available for your use during your reception and ALL will promote the reception to the ALL mailing list, the ALL web site and ALL social media.