



**Doña Ana Arts Council**  
**250 W Amador, Las Cruces, New Mexico 88005**

## **Gallery Application**

Application Date: \_\_\_\_\_ Exhibition Year: \_\_\_\_\_

Artist/Group Name: \_\_\_\_\_

Group Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Web Page URL \_\_\_\_\_

Please indicate preferred month. 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

### **Submission Directions:**

Individual artists please provide a short biography and a brief statement on your proposed exhibit. Groups can provide a short history and purpose of the organization along with the exhibition proposal. The statement must include media, theme or concept, and any special requirements for installation. Group submissions need to include a listing of all artist, their addresses, phone numbers, and emails. If a group will be jurying internally, please get us the list no later than two months before the exhibition. We need this information for marketing purposes.

### **Images:**

The application includes submission of images for jurying. All applications are reviewed by a committee.

Artists will provide at least five images (jpg format, minimum resolution 300dpi) of the works intended for exhibition or similar in nature. You may submit additional images. All JPEG files must be titled in the following format: **last name\_first initial\_title**. This label format helps DAAC keep track of your images and documents. Groups will provide at least one image from each member.

\*\* Work may not have been shown in a commercial gallery in Doña Ana County within the last 12 months.

**Gallery Information:**

- The Doña Ana Arts Council reserves the right to jury submissions and propose alternative dates.
- Gallery exhibition fee is \$100 for one-month exhibit in the main gallery due when the contract is signed. The fee for the library gallery is \$50. The gallery will create art tags for a cost of \$25.
- There is a 30% commission on sales.
- Proposed exhibits should suit the scale/size of the gallery. We can display 2D and 3D work.
- Artists are required to exhibit works similar in nature to what is presented in the proposal.
- **Artists are required to provide title tags with sale prices and an inventory list during installation.**
- Upon acceptance, artists will be sent a contract that includes, exhibition dates, install and de-install dates. These dates must be adhered to.
- Each exhibit will have an opening reception on the second Saturday of the month hosted by DAAC for which light refreshments will be provided and the artist(s) are expected to attend.
- DAAC will advertise the event in the local newspapers. Artists are highly encouraged to promote their exhibit.
- Submission of a proposal to the gallery will be construed as acceptance of terms and conditions listed above.
- Paying gross receipts taxes are the responsibility of the artist.

**The Doña Ana Arts & Cultural Center is operated by the Doña Ana Arts Council**

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**Las Cruces NM 88004 ~Physical Location: 250 W Amador, Las Cruces, NM 88005**