

ARTS COUNCIL OF SOUTHEAST MISSOURI

MICRO GALLERIES EXHIBIT SPACE RENTAL

The Arts Council of Southeast Missouri is committed to promoting the arts and the local artists in our region. In the continuing spirit of supporting our regional artists, we offer two designated Micro Gallery spaces available for solo exhibits.

The Micro Galleries are a public exhibition rental space. The two exhibit spaces can either be rented together or separately during the Arts Council's regular exhibiting schedule. Either or both Micro Galleries may be rented for a single-day, weekend-long, weeklong, or month-long use. Scheduling will be done on a first come, first serve basis and must be approved by the Director and Gallery Manager of the Arts Council of Southeast Missouri. A formal proposal must be submitted to the Arts Council for review and selection to exhibit.

Anyone eighteen (18) or older may apply to use the Micro Galleries. Teachers or instructors of students under eighteen years of age may apply to exhibit their students' work. Artist(s) may sell his or her own work on display. The Arts Council will process all sales of work in Micro Galleries. Artist(s) will maintain 70% of sales with a 30% processing fee retained by the Arts Council. Visual Arts Cooperative (VAC) members will maintain 80% of sales and the Arts Council will retain 20% for processing.

New artist(s) will be given preference over previously exhibited artist(s). Exhibiting artists will be required to install and uninstall his/her own work within the space(s). Artist(s) must be present during the opening of the Micro Gallery exhibit. All scheduled dates and times will be at the discretion of the Director and Gallery Manager.

RENTER OBLIGATIONS

- Set up exhibit between 10 AM to 4 PM on opening day of exhibit or between 10 AM to 6 PM the day before with approval of the Director and Gallery Manager.
- Artist(s) must follow the directions of the Director and Gallery Manager.
- All exhibited artwork must be removed between 10 AM to 6 PM closing day of the Micro Gallery/Galleries exhibit. Work not removed after seven (7) days from the Micro Gallery/Galleries will become the property of the Arts Council of Southeast Missouri or discarded at the discretion of the Director and Gallery Manager.

FEES

- Rental deposit for exhibit space must be paid before exhibit installation.
- Artist(s) will receive payment from the Arts Council of Southeast Missouri for total sales, less 30%, within 14 – 21 days of sale.
- Rental deposit is nonrefundable if 30% (20% for VAC members) processing fee is less than or equal to deposit.
- Rental deposit will be refunded if 30% (20% for VAC members) processing fee is greater than deposit.
- Rental deposit may be paid in cash, by debit/credit card, PayPal, or check. Checks should be made payable to Arts Council of Southeast Missouri.

Please see chart below regarding rental deposit fees.

| | Day | Weekend (Friday – Tues.) | Week | Month |
|--|------------|-------------------------------------|-------------|--------------|
| Student or Instructor Exhibiting Student Work | \$20 | \$40 | \$60 | \$80 |
| Arts Council Member | \$30 | \$60 | \$90 | \$100 |
| Non-member | \$35 | \$70 | \$110 | \$150 |

ARTS COUNCIL SUPPORT

- Online promotion of exhibit via listing on our website at www.capearts.org
- Online promotion of exhibit via listing in our weekly email newsletter
- Online promotion of exhibit via Arts Council's social media accounts (Facebook, Twitter, and Instagram)
- Possible promotion on Arts Council monthly members' postcard

PROPOSAL PROCESS

Interested artists must submit a formal proposal to the Arts Council of Southeast Missouri. This may be mailed or emailed to the Arts Council. Each proposal should include the following:

- **Exhibit Proposal** describing who will be exhibiting and what kind of work will be exhibited.
- **Résumé or Curriculum Vitae** listing related experiences and/or education, galleries previously exhibited at, membership in other arts organizations, awards received, etc.
- **List of References** related to the arts, be it previous instructors, galleries, and/or employers.
- **Portfolio** to include six (6) images of recent works (3-4 MB, high-resolution digital images preferred). Images should include one (1) full image of two-dimensional work with an additional detailed image, if necessary. Three-dimensional (3D) work should include at least two (2) full images from two viewpoints of work. Images may be submitted via email, CD-ROM, or as photographs of each piece. CD-ROMs and photographs will not be returned.

Emailed proposals should be sent as PDFs with attached .jpg, .png, TIFF or .JPEG files to artscouncil@capearts.org. Proposals may also be submitted in a binder, addressed and mailed to:

Attn: Director and Gallery Manager
Arts Council of Southeast Missouri
16B N. Spanish Street
Cape Girardeau, MO 63701