ARTWORK Submission Form

O'HANLON center for the arts
616 Throckmorton Ave., Mill Valley, CA 94941

1. Fill out entire form. Print clearly! *(Repeat Artist Name where indicated.)*
2. Print 3 copies of the first page.
3. Cut a copy on dotted lines, then attach slips to back of artwork.
4. Submit one copy with entry fee. Keep one copy as receipt.

Admin Use: *Entry Fee $ _____*
New Member $ _____
| Cash | Check | CC | Venmo #_____

DATE _____ **EXHIBIT TITLE** _____

ARTIST NAME _____

PHONE (__ __ __ **)** __ __ __ – __ __ __ __ **OHCA MEMBER?** Yes ☐ No ☐

ADDRESS_____**ZIP**_____

EMAIL _____

WEBSITE/INSTAGRAM_____

How did you hear about this Exhibit? _____

I would like to **JOIN** as a **New Artist Level Member** and receive today's Entry FREE ☐

First time submitting artwork here?
Yes ☐ **No** ☐

SIGNATURE _ *(I have read and agree to the Gallery Policies printed on the reverse.)*

TAPE HERE

① **TITLE of WORK** _____

MEDIUM _____

DIMENSIONS *(framed size)* **Height** _____ inches x **Width** _____ inches (For pedestal pieces: Depth _____ inches)

ARTIST NAME: _____ **PRICE $** _____

TAPE HERE

② **TITLE of WORK** _____

MEDIUM _____

DIMENSIONS *(framed size)* **Height** _____ inches x **Width** _____ inches (For pedestal pieces: Depth _____ inches)

ARTIST NAME _____ **PRICE $** _____

TAPE HERE

③ **TITLE of WORK** _____

MEDIUM _____

DIMENSIONS *(framed size)* **Height** _____ inches x **Width** _____ inches (For pedestal pieces: Depth _____ inches)

ARTIST NAME _____ **PRICE $** _____

O'Hanlon Center for the Arts (OHCA) Gallery Policies & Guidelines

By submitting artwork to be considered for any Exhibition, Artist understands and agrees to the following:

Exhibit Curation:

For most exhibits, not all artists will have artwork selected for showing. Final artwork selections are up to the Exhibit Juror(s) and/or Installer/Curator, both of which vary from show to show.

Artwork Requirements:

All art must be ready to install. **Wall-hung pieces must be wired.** Any exceptions must be approved by the Staff.

Pieces with wet paint or wet glue will not be accepted.

Artwork is to be be picked up on predetermined dates & times. Participating artists will be notified of relevant dates by email. There is no safe storage for work. *There will be a $5/day storage fee for work left after the pick-up date(s). After 90 days, abandoned art will become property of OHCA.*

No artwork on display may be removed during the run of the Exhibition.

Artwork Sales:

Buyers will pay Artist directly for any art sales.

Artist agrees to make a donation to OHCA of 30% of the sale price, on all sales of artwork shown in an OHCA Gallery, and facilitated by OHCA. Donations to OHCA are tax-deductible to the extent permissible by law.

Publicity and communications:

By submitting work, artists agree that photographic images and/or video of the artist and/or their artwork, in whole or in part, may be used by OHCA in various forms including but not limited to print, online and social media, for the purpose of publicizing this exhibition. By giving us your email you give us permission to send you information about future calls and workshops. We will never sell or pass on your email to anyone.

Liability and Insurance:

While all reasonable care is taken with submitted artwork, OHCA strongly recommends that exhibiting artists carry their own insurance. OHCA and representatives will not assume any liability for any damage or loss. Any artwork that has not been collected by 90 days after the show ends becomes property of OHCA.

Gallery Hours & Access:

The O'Hanlon and Loft Galleries have limited hours, which may vary from time to time. Current hours are posted on the OHCA website: ohanloncenter.org
Staff will not always be available during Gallery open hours. Special appointments are available. Other programs may take place in the Gallery & Loft during the run of the Exhibition.

Updated 10.2024

O'Hanlon Center for the Arts provides an environment and spaces where creativity and community can develop, expand and flourish.