

The following information is necessary for each artist wishing to exhibit at The Center Gallery and may be used for promotion if your application for an exhibition is approved. Please return the completed form and requested files, clearly named, to: [gallery@washingtoncenter.org](mailto:gallery@washingtoncenter.org) For the convenience of those participating in group exhibitions, there will be *italicized* notes where applicable.

Name of artist: \_\_\_\_\_

Group affiliation: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Application Date: \_\_\_\_\_

Attach a copy of your Bio and/or CV with education, exhibitions, gallery representation, etc. You may also provide additional links to websites, promotional material, and any applicable articles. *For each participating artist.*

Please describe which items, if any, will be submitted as file attachments.

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Provide a suggested title for the show with a brief statement (approximately 50 words) of the main themes of the collection you wish to exhibit. These may be used, in whole or in-part, for promotion if your application for an exhibition is approved.

Title: \_\_\_\_\_

Statement: \_\_\_\_\_

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**3-5 Examples of your work:** Provide information for each example including title, medium, description, technical details, price, and availability along with clearly named digital image files (may be used for print (in color or b/w) or on the web; at 300 dpi and PDF format) *for each artist who wishes to participate in the exhibition.*

1. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Description/Technical Details: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Sale Price / Availability: \_\_\_\_\_

2. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Description/Technical Details: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Sale Price / Availability: \_\_\_\_\_

3. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Description/Technical Details: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Sale Price / Availability: \_\_\_\_\_

4. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Description/Technical Details: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Sale Price / Availability: \_\_\_\_\_

5. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Description/Technical Details: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Sale Price / Availability: \_\_\_\_\_

Created to support local artists of all experience levels and located within The Washington Center for the Performing Arts, The Center Gallery presents between 4-6 shows a year during the theater season which runs from September to June. The gallery is open to the public Monday through Friday from 12:00-4:00 PM by appointment, and to patrons during performances. We are also frequently open during community events such as Arts Walk and Girl's Night Out. Since we are a working theater first, there may be instances when the gallery may not be available for viewing. **We encourage potential visitors to contact us at (360) 753-8585 to ensure that the gallery will be open.**

The Center Gallery is different from regular retail galleries. While we may not have consistent business hours for gallery visitors, we do have a select, art-appreciating clientele and a significant level of foot traffic. In fact, we have more than 100,000 guests enter through our doors annually. We are more than willing to work with an artist for portfolio photography, private showings, etc. if advance notice is given and dates and times pre-arranged.

### **Publicity**

The images and information you provide may be used for publicity and marketing if your work is selected for an exhibition. We will help promote the show with an advertisement in our program, and to our Friends of The Washington Center mailing list, as well as posters and printed announcements designed in-house and distributed locally.

### **Installation**

The Washington Center for Performing Arts is a working theater, installation dates are carefully worked into the schedule depending on numerous other events and rentals. Once the gallery is booked for your show, you, the artist are expected to arrive at the time of the hang with your work show-ready. Please contact us if you have questions regarding the installation, or potential display requirements, of any artworks that have been selected for exhibition. We do have a limited amount of space available on the balcony level for sculpture or three-dimensional art, however, we do not provide display pedestals.

Typically the installation will take three days with placement comprising most of the first day. The artist is encouraged to participate in the installation and may bring up to 3 helpers to expedite the process, however, the Gallery Manager and up to 2 WCPA Volunteers will always be available. The Center provides ladders as well as nails & hooks, however, if your items need special installation such as shelving, pedestals, or other mounting materials, you may need to provide them. It is recommended that the artist(s) schedule a visit to scout the space in advance of any show/hang decisions.

### **Art Reception**

The Washington Center will reserve an evening during your exhibition for an "Artist Reception." The reception date will be determined by the Executive Director based off of schedule availability. This is a free public event and may occur before a ticketed main-stage event in order to increase awareness and publicity of the art exhibition.

### **Sales**

The Washington Center Gallery will provide services for anyone interested in purchasing artwork. Our Box Office team will be provided with a list of all items and prices once the installation is set; they are prepared to process cash, checks, and credit cards and will hold all proceeds until the close of show. Artwork that is sold may be collected at the end of the exhibition; shipping costs will be paid by the buyer.