



## Gallery Guide and Submission Form

Designed to serve as the Town of Leland's Community Exhibition Space, the Leland Cultural Arts Center is located at 1212 Magnolia Village Way, Leland, NC. The gallery will host and introduce artists to area residents and visitors each month throughout the years.

The gallery is suitable for two-dimensional artworks with potential to showcase 3D in the latter half of 2016. The LCAC will assign exhibit month, set up/take down times, and reception date/time. Once the months have been determined, you will be contacted. **Submission Deadline is November 13, 2015.** Artists/groups will know their exhibit month on or before December 4, 2015.

### Eligibility

Artists, 18 years of age and older unless otherwise specified, residing and/or working in Leland, Brunswick County and surrounding areas are eligible. Undergraduate/Graduate students and artist groups are welcome.

### Selection

1. Applications are reviewed by a committee of visual art professionals.
2. After selection, LCAC will contact you with more information.

### Exhibition

1. Exhibits last approximately four weeks.
2. Exhibits being scheduled for January-December 2016.
3. Sales are coordinated between the artist and buyer. No work can be removed during exhibit. ***\*It is suggested that in lieu of an LCAC commission, the artist contribute a donation from the sale proceeds to the Friends of Leland Cultural Arts Center\****
4. Exhibits will have a public reception held at LCAC on an assigned Thursday of the month.
5. All transportation/packaging of art is the responsibility of the artist/group. All work must be ready to hang. Hanging the show will be the responsibility of the artist/group representative (1-2 people only) and an LCAC staff person to guide you. LCAC will make all final decisions regarding editing, hanging etc. ***\*LCAC/Town of Leland are not responsible for any damages/theft etc. of any artwork. The Artist releases the Town of Leland from any damage to the artwork while in the possession of the Town.\****

6. Artwork not removed on the take down date will incur a \$10 a day storage fee due at time of pick up.
7. The LCAC/Town of Leland requires the non-exclusive right to reproduce images of the selected artwork, without financial obligations of any type, for the purpose of promotion, documentation, course instruction and other non-commercial purposes with full and proper credit given to the artist whenever an image is used.

## Submission

1. Images: One of the following with images – Windows compatible CD or web link to access images or photos. Include 7-10 images of work that is representative of work to be shown.
2. An annotated list corresponding to submitted images including: Title, medium, description, dimensions and title of show.
3. Artist statement of no more than one page.
4. Single artists, artist groups, two artists sharing etc. are all eligible to apply. One application only.
5. Completed application: If submission is approved, artist will be required to fill out an additional form to complete the process. Forms will be sent via email no later than 2-3 weeks prior to show and must be returned no later than one week before show set up date.

*\*Please note all images submitted are not guaranteed a place in the gallery. Images may be used for promotion of the show and center. Because LCAC is NOT a traditional gallery but rather an arts education facility we have the right to remove art that warrants concern from the public.*

### Application Checklist

- \_\_\_ CD /link to art work
- \_\_\_ Annotated Image List
- \_\_\_ Artist Statement
- \_\_\_ Application Form

### Submission Form

Name of Individual/Group \_\_\_\_\_

Contact Name \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

Phone(s) \_\_\_\_\_

### Artist/Group Certification

I/we certify that all artwork is my own/our own and I am/we are the sole owner(s) of the rights to these works.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Submission Information

#### Artwork (May be Both)

2D \_\_\_\_\_ Media \_\_\_\_\_

3D \_\_\_\_\_ Media \_\_\_\_\_

#### Show Titles/Themes Encouraged

Title \_\_\_\_\_

1. Materials must be submitted by mail, in person, or electronically to the LCAC by **November 13, 2015**.
2. Incomplete packets will not be considered.
3. All submission packets become property of LCAC and will not be returned.
4. This is a submission form only and does not guarantee exhibit space.

### Questions/Contact

LCAC, 1212 Magnolia Village Way, Leland, NC 28451.

lcac@townofleland.com 910-385-9891