



458 High Street  
Medford, MA 02155  
781-395-3360  
office@sanctuaryucc.org

## Art Submission Details and Artist Agreement

Thank you for your interest in exhibiting your work at the Sanctuary UCC Gallery.

**Mission Statement:** The Gallery at Sanctuary collaborates with community partners and local artists in installations that invite attendees to discover the shared human condition through the experience and inspiration of art. The art transforms our space, our worship, and ourselves.

**About the Gallery:** The gallery is approximately 16X18 feet, and depending on the sizes of your art work, can accommodate approximately 12-20 pieces. There are two long walls and limited space on the back wall of the gallery. We encourage artists to visit the gallery prior to the installation.

**To submit:** Please provide a short biography along with a link to your website, if you have one. Additionally, Sanctuary requires an artist statement speaking to your vision and/or inspiration as it relates to the work you intend to submit for installation and The Gallery at Sanctuary's mission. We require a minimum of six good quality images of current work you would agree to exhibit and that can be used for advertising. Based on space accommodations, please provide the approximate number of pieces and sizes of your art you would like to display. Please review "Artist Expectations" below to ensure that you agree to stated criteria.

The art committee meets monthly and reviews all submissions. We will notify applicants within three months of submission if they are selected to exhibit and to coordinate next steps.

If chosen to display at Gallery at Sanctuary, your art will typically be exhibited for one month. Installations occur around the first of the month and removal is around the last day of the month. These arrangements are coordinated through the church administrator: [office@sanctuaryucc.org](mailto:office@sanctuaryucc.org); **781-395-3360**. Sanctuary does not have space to store art, so a pre-arranged, signed agreement will be required for both drop off/set up and breakdown/removal of art. Sanctuary is not responsible for the preservation of the art if the agreement to remove art is not met.

### Artist Expectations

1. We strongly encourage participation in **ARTChurch** on the third or fourth\* Sunday of the month in which your art is displayed in the gallery. ARTChurch is held at 10 am and usually lasts 1-2 hours. ARTChurch incorporates a collaborative discussion of the exhibited artwork. Attendees are invited to consider and reflect on the art installation through a spiritual lens – responding to deep and universal questions posed by the worship leader. There will be a brief opportunity for the artist to respond to the reflection. Prior exhibitors have expressed how powerfully insightful this experience has been, creating a truly unique opportunity to see their work anew.

2. Greet and gather at an **Artist's Reception/Reflections** on the second or third\* Friday of the month held from 7-9 pm. We ask that artists provide some of the refreshments/food for this event which tends to draw 20 people or more. This friendly gathering provides an opportunity to meet attendees and we require the artist to speak for a limited time about his/her inspiration. We ask you to invite friends and family.

3. The **commission** paid to Sanctuary for any sales is 20%.

4. We ask that each artist helps **promote and advertise** the exhibit and the reception to their own contacts using either Sanctuary's or their own marketing materials.

5. We recommend you **visit the Gallery** beforehand to see the space in which your work will be exhibited. We use a wire hanging system, and artists must deliver their art work with a wire suitable for hanging on this system. We do not use nails or screws to hang work. There is a small amount of space that can accommodate sculptural work, however the space is often busy with activities that require the floor space, so space for anything but art hung on walls is limited.

6. **Liability insurance** must be borne by the artist.

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**AGREEMENT TO EXHIBIT AT GALLERY AT SANCTUARY** *(Signed only after commitment confirmed by Sanctuary)*

I have read the above agreement and expectations, and agree to meet the requirements to exhibit at Gallery at Sanctuary

Name \_\_\_\_\_

Artist Signature

Email \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Gallery at Sanctuary Representative Signature

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Installation Dates \_\_\_\_\_

ArtChurch Date \_\_\_\_\_

Drop off artwork \_\_\_\_\_

Reception/Reflection Date \_\_\_\_\_

Pick up artwork \_\_\_\_\_

\*The week in which this occurs may change based on the artist's and Sanctuary's schedule. The specific date would be negotiated in conjunction with this agreement.

