



ARTS *Build*

Exhibition Proposals

ArtsBuild's mission is to build a stronger community through the arts.

We strive to fulfill our mission by

- Partnering** - collaborating to reach creative solutions;
- Advocating** - articulating the role of the arts in building lives and communities;
- Connecting** - providing arts opportunities for all;
- Educating** - cultivating creativity to enhance personal and academic growth;
- Advancing** - strengthening the economic environment;
- Supporting** - generating resources to support arts and cultural experiences.

As part of our mission, ArtsBuild hosts exhibitions in our office space, located on the second floor of The Arts Building in Chattanooga. ArtsBuild accepts proposals for new exhibitions on a rolling basis within Hamilton County.

How to Apply

If you would like to propose an exhibition, please email all the required materials listed below to Jonathan Dean (jonathan@artsbuild.com) with the subject line, "Exhibition Proposal - [Your Full Name]."

Required Materials:

- **Application:** Please download and fill out the Exhibition Proposal Application.
- **Your Resume or CV**
- **Portfolio:** If you already have featured artists who are committed to this exhibition, please include a portfolio of 10-20 images of their work, with each image labeled: "Name of artist, Title of work, Year completed, Medium, Price (or NFS)".

Please attach all these materials to your email as PDF documents.

If Your Proposal is Accepted

You (the Guest Curator) will be notified of our decision no more than 2 weeks after receipt of your application. **You must complete and sign a copy of our Guest Curator Agreement before your exhibition can be confirmed.**

[link:<https://docs.google.com/document/d/10OAZJ9rHCDDxEf8Stkmn0VARS1ObT4NZnHv6PV1bGkA/edit>]

We will try to accommodate the dates you specify in your application. However, the proposed dates are not guaranteed and ArtsBuild reserves the right to schedule exhibitions based on the needs of our space.

Exhibitions by entities outside The Arts Building must last at least a month, preferably three months, within the building. One-day events are only available to entities who are tenants within The Arts Building.

You will be responsible for reaching out to the featured artists and gathering the body of work to be displayed. If your exhibition involves an open call, you will be responsible for soliciting artwork submissions.

ArtsBuild may act as the location for featured artists to drop off their work. All artists must complete and sign a copy of our Artist Agreement prior to dropping off their work.

[link:https://docs.google.com/document/d/1FWn5dv1CoyU7cxVx9jVp27GfOhm_pzTewbxIkMhNUQo/edit]

All work displayed in The Arts Building must be framed and/or wired and ready for display at the time of the drop off. If you are exhibiting 3D works, you will need to provide your own bases and stands for your work to be displayed.

You will be responsible for the design and production of all promotional materials for your exhibition, including posters and social media graphics. We will need to review and approve the promotional material before it is distributed to the public. ArtsBuild will promote the exhibition by sharing your graphics on our social media pages, press releases, and displaying your poster in The Arts Building.

Additionally, ArtsBuild may host an opening reception for the exhibition upon your request. However, any costs involved in the opening reception (such as food/catering, musical guests, etc.) are your responsibility.

Fees and Liability

ArtsBuild has general liability insurance for up to \$500 per work of art. Any further insurance must be purchased by the Guest Curator and/or the featured artists.

ArtsBuild cannot facilitate the sale of artwork or take any commission from the sale of artwork. However, featured artists are welcome to list their work for sale, and communicate with potential buyers independently. All featured artists will take 100% commission from the sale of their artwork.

ArtsBuild reserves the right to refuse exhibition proposals and/or artworks from exhibit if it does not meet requirements of the office space.

Please refer to our FAQ page for any questions regarding ArtsBuild and our exhibitions.

[link:<https://artsbuild.com/faqs>]