

Exhibiting at MaineGeneral Medical Center: Requirements & Responsibilities

IMPORTANT! Please read and understand this information completely before submitting your exhibition proposal.

The mission of the MGMC Art Committee is to exhibit art for the enjoyment of patients, visitors and staff.

General Information:

- Artwork containing nudity, suggestive behavior, cigarettes, alcoholic beverages or illegal drugs is not permitted. Because the art will be displayed in a hospital setting, we want to help create an environment that is positive and family friendly.
- Artists may not exhibit for purchase more than once in a two-year period.
- To keep the show successful for both artist and hospital, we ask that work be priced no higher than \$1,200. In the past, work priced in the range of \$300 or less has generated the most sales.
- The commission on sales is 20%. Please price your work accordingly. The proceeds will be used to purchase art for the facility.
- Exhibitions generally run for 6 weeks. In general, work included in an exhibition must remain on view for the entire agreed-upon period. If a piece is sold and the buyer requests delivery before the end of the show, a replacement may be requested from the artist.
- The MGMC Art Committee will not be held responsible for any loss, theft or damage to the artwork.
- If you have any questions about displaying, dismantling or scheduling an exhibit, please call Jo Horn, Volunteer Coordinator, at (207) 626-1244.

Exhibiting Artists' Responsibilities:

PREPARATION OF ARTWORK

- 15-24 pieces of art that measure no larger than 24 X 36 inches and no smaller than 11 X14 inches, finished size. Larger or smaller pieces will need the Art Committee's approval.
- All work to be exhibited must be properly and securely framed and ready to hang with picture wire secured by screw eyes approximately one-third the way down from the top on either side of the frame. Clips or saw-tooth hangers are not allowed. Artists wishing to exhibit work that is not traditionally framed should make this clear in the initial proposal. Gallery-wrapped canvas is acceptable.
- Each piece must be identified with artist, title, medium and price on the back.

THREE WEEKS PRIOR TO INSTALLATION

- Email the following information to jo.horn@mainegeneral.org
 - Information for the gallery tags, including artist, title, medium and price for each piece.
 - Artist's bio and/or statement to be printed and displayed next to the artwork.

THE DAY OF INSTALLATION

- You may drop off your artwork at the staff entrance (as indicated on the enclosed map) where a volunteer from the Art Committee will be waiting to assist you.
- The MGMC Art Committee will be responsible for the placement and display of the artwork.
- Contact numbers at the facility: Volunteer Services, (207) 626-1244; or the Welcome Desk (207) 626-1330 and ask to page the Volunteer Coordinator
- Bring the completed personal information, inventory sheet and W-9 forms with you.

THE DAY OF PICKUP

- Volunteers from the Art Committee will meet you at the staff entrance (as indicated on the enclosed map) and assist you in transporting the artwork.
- The exhibit will be dismantled by the Art Committee members, the inventory sheet will be reconciled, and 20% of sales will be retained by the Art Committee for the purpose of buying art for the facility to benefit the patients. You can expect payment on your sold items within 60 days of the exhibition's end. The artist is responsible for picking up his/her art at the agreed upon time, as there is no appropriate storage space.
- Shipment of work sold will be handled by the MGMC Art Committee as needed at the end of the exhibition, unless other arrangements are made at the time of purchase.