

**ENVISION GALLERY AT FLOURISH STUDIOS®**

**ART EXHIBIT APPLICATION\***

*Please complete this form and submit it with the following materials to: Envision Gallery at Flourish Studios, 3020 North Lincoln Avenue, Chicago, IL 60657. It is suggested that you make a copy for your files. If emailing images, please be sure to include identifying information so we can match your images with your application. If you have questions call 773-281-8140, or email: [meredith@icanflourish.com](mailto:meredith@icanflourish.com).*

\*Application does not automatically result in admission to any Flourish Studios exhibit.

Please type or print legibly:

**NAME:**

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**ADDRESS:**

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**CITY, STATE, ZIP**

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**DAYTIME PHONE: (    )**

**ALT PHONE: (    )**

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**EMAIL ADDRESS:**

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**REQUIRED MATERIALS:**

- **Resume** -- DO NOT send press clippings, brochures or other supplemental material.
- **Artist Statement**
- **Samples of your work**
  - Photographs (Website is acceptable)
- **Nonprofit (501c3 accredited) Flourish Studios could consider to promote as part of your exhibition**
  - Name
  - Website
  - Executive Director
  - Contact Information
- **If desired, stamped, self-addressed envelope** for return of materials (make sure envelope is large enough to contain slides and other materials, and that postage for return is sufficient). **PLEASE NOTE** – submission materials will only be returned with the inclusion of a self-addressed, stamped envelope.
- All items must be clearly labeled with your name.

## ELIGIBILITY REQUIREMENTS:

- ❖ Applications will be accepted from individuals 18 years and older
- ❖ Applications will be accepted from individuals or as a 2-member team.
  - Members of artist organizations should submit separately, not as a group.
  - If you wish to submit as a 2-member team, support materials (as outlined above) must be submitted for each team member.

## GUIDELINES:

1. The coordinator will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the coordinator is mindful that all segments of the community and all age groups use the display area.
2. The Exhibit Coordinator shall decide on the suitability of any art, its framing or support structure, and any visual or written material that might accompany an exhibit. All art must be suitably framed, with hanging apparatus (screw eyes and wire). All frames, armatures and mounting arrangements must be securely constructed. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. **The use of gallery clips to frame work is NOT permitted.**
3. For each work, the artist is to provide a display card or title label indicating the name of the work, artist's name, medium, and price. ***No labels, signs, artwork or other material is to be attached to any walls without both the item and the means of adhesion being approved first by the Exhibition Coordinator.***
4. The prices for the artwork shall be established by the artist. **Artists may not sell any related or additional artwork without express prior approval of the Exhibit Coordinator.**
5. Flourish Studios will collect a 50% commission on any exhibit works that are sold.
6. Work sold must remain on exhibit throughout the designated period. The artist must notify the Exhibit Coordinator within 48 hours of a sale so that the artwork may be marked as "sold".
7. Insurance coverage will be provided for artwork while on exhibit at Flourish Studios at the 50% of the value of the pieces. In the event that loss or damage is incurred the artist will be required to show recent receipts of sale.
8. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.

9. The artist will agree to be present at the opening reception for the exhibition, which shall be provided by Flourish Studios. The Exhibition Coordinator may ask that the artist participate in a discussion of their work. Artists are encouraged to promote their exhibit through invitations and announcements. The coordinator, through in-store signage, website, and the Flourish Studios newsletter, will notify the public of the exhibit.

**Please note that the following policies contain important deadlines:**

10. **Within two weeks of being notified** that a submission was accepted for exhibition, the artist must contact the Exhibit Coordinator to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.
11. **At least two weeks prior to installation**, artists must submit a draft of their promotional materials listing all works to be shown, together with the retail selling price. The listing must include the artist's name, telephone number and instructions for contacting the artist to arrange for the purchase of any artwork. Artists are also requested to include a brief biography and artist's statement.
12. Artists are responsible for delivering works to be exhibited to the exhibit coordinator. The date and time should be established **two weeks prior to the opening** of the exhibition.
13. Works are to be picked up by the artist within 48 hours of the conclusion of the exhibit. **This is not negotiable as there is not a secure storage space for artwork.**

If you have any further questions please contact Meredith Siemsen at 773-281-8140 or by email at Meredith@icanflourish.com.