



The Oliver Art Center
 P.O. Box 1513
 Frankfort, MI 49635
 231-352-4151 • info@oliverart.org
www.oliverartcenterfrankfort.org
www.facebook.com/oliverartcenter

Pop-Up Exhibit Proposal: Application and Checklist

Thank you for your interest in a pop-up exhibit at Oliver Art Center! Pop-up exhibits will take place in a classroom at Oliver Art Center, and any related activities will happen during our normal business hours. Pop-up exhibits are intended to serve our local and regional artist community with opportunities to exhibit creative work, that may be having a hard time finding a display space, in a professional, established gallery. Exhibits that engage or educate the community are encouraged, however, exhibits in the spirit of ‘art for art’s sake’, and others, will certainly be considered as well.

Pop-up exhibit applications are accepted year-round but the exhibits will primarily be scheduled during the spring, fall, and winter seasons. Exhibits will last 2-3 weeks, and will not conflict, or interfere, with the exhibit calendar of our main galleries. Specific date requests may need to be adjusted according to the art center’s schedule; the dates will be determined, and agreed upon before proceeding. We shall try to reply to applications promptly. If accepted, the exhibitors will be expected to sign a standard gallery contract before proceeding. Oliver Art Center will promote the pop-up exhibit through email and social media no earlier than 2 weeks before the event. Any additional promotions will be paid for and handled by the exhibitors. Exhibitors will be primarily responsible for the installation of their pop-up exhibit using our mobile panels, &/or pedestals only; permanent walls of classroom are not to be used. If, for any reason, the art center deems it necessary to assist, monitor, adjust, or entirely complete an installation, it reserves the right to do so. Oliver Art Center also reserves the right to not display any artwork it deems inappropriate.

Exhibitors are welcome to host a 2 hour reception, in the classroom of the pop-up exhibit, during regular business hours, during the 2-3 weeks of the pop-up exhibit. The reception shall start no earlier than 11am, and end no later than 3:30 pm. The exhibitors shall be responsible for promoting the reception. Alcoholic beverages are prohibited at such receptions. Exhibitors may provide non-alcoholic beverages and snacks at their own expense, during the reception, and will be responsible for the tidying up, and taking the trash out, of the selected classroom, immediately after the reception. The art center can provide, upon request, water, iced tea, cups, and napkins.

Artwork does not have to be for sale. If Oliver Art Center, or the exhibitors, determine that sales are appropriate, the artist receives 70% of the retail price of any artwork sold during the pop-up exhibition. Oliver Art Center receives 30%. Sales transactions are provided by Oliver Art Center, and a check shall be issued, and mailed, if sales of artwork from exhibitor’s pop-up exhibition occurred, within 2 weeks after the end date of the pop-up exhibition.

All gallery proposal submissions should be digital; either sent as an email, or mailed, or dropped off, in the form of a CD or flash drive. CDs, flash drives or photos will not be returned to the artist, unless a self-addressed, stamped envelope is provided. Slides are not accepted, nor are samples of actual artwork, photographs are acceptable if a digital submission is not feasible.

Name: _____

Address: _____

Telephone: _____ Email: _____

Please include the following information as separate digital files. Text documents should be in either Word or PDF format (or printed if digital is not feasible). Check off each item as you attach it.

- This application.
- Letter of interest/proposal.
- Bio, résumé or CV or relevant group/organization information.
- Artist Statement.
- 10 digital images in JPG format, or email attachment (or printed photos if digital not feasible), representative of the work you intend to exhibit, with dimensions, medium, and titles, no smaller than 400 pixels and no larger than 1000 pixels in its maximum dimension.

Date: _____

Printed Name: _____

Signature: _____

Thanks for applying! Please call 231-352-4151, or email info@oliverart.org with any questions.