



Elizabeth Lane Oliver Center for the Arts  
PO Box 1513  
Frankfort, MI 49635  
Julie White, Gallery Director  
231-352-4151 x 102 • [gallery@oliverart.org](mailto:gallery@oliverart.org)  
[www.oliverartcenterfrankfort.org](http://www.oliverartcenterfrankfort.org)

## Gallery Exhibition Proposal: Application and Checklist

Thank you for your interest in exhibiting at Oliver Art Center (OAC)! Please read the application guidelines and submit the application materials to us by email at [gallery@OliverArt.org](mailto:gallery@OliverArt.org).

Gallery exhibitions are typically scheduled two or more years in advance. However, limited opportunities may occasionally be available throughout the year in our Fisher Room or North Hall. All exhibition schedules are determined by the OAC Gallery Committee. If a proposal is accepted, the committee will offer exhibition dates that best align with the overall gallery calendar. If those dates are not feasible for the artist(s), the committee may propose an alternative slot, if available, or retain the proposal for future consideration.

Exhibitions are curated by the OAC Gallery Committee to ensure strong alignment with our mission, resources, and audience. As a nonprofit gallery—not a museum—one of our primary objectives is to support and sell work by Michigan-based artists. We therefore seek exhibitions that demonstrate a strong fit in artistic style, pricing, and presentation, helping to position artists for a successful and rewarding show.

Artists receive 60% commissions on work sold, OAC retains 40% of the retail selling price.

Primary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Part of a group show proposal?  No  Yes

If yes, list the other group members: \_\_\_\_\_

If the established group proposal is not selected to show, would artists like to be considered separately?

No  Yes

**Please submit the following in digital format with your application:**

- This application.
- Letter of interest. Tell us about your proposed exhibit – work, size ranges, price points, themes...?
- Bio for all artists, including contact information and web links.
- Artist Statement and CV for all artists. (Please describe your vision/method/inspiration for the proposed work)
- At least 10 digital images per artist in JPG format, representative of the work you intend to exhibit\*, no smaller than 1000 pixels on the shortest side. **Name the image files with the artists' last name, media, artwork size, and title.** (For example: Smith\_Watercolor\_16x20\_The Waterfront.jpg) Images should be "jury quality" please. Incorrectly submitted applications will be returned – if you need assistance, please don't hesitate to reach out to us. If you need to use a file service such as DropBox or Google Drive you may send a link.

- Any special installation requirements – are pieces heavy? Do they require special hanging? Etc. Provide any installation requirements on an accompanying document.
- Provide a basic reference for the price points of the work, even if the range is large. It is helpful to know what your work is priced at to ensure a good fit for our patrons.

*\* OAC recognizes that gallery shows may be scheduled up to two years in advance and that the artist will undoubtedly be working during that time. Please submit work in the style of what you expect to be showing.*

**Please read the following information and sign below. Check the box at the start of each statement to indicate that you have read and understood them.**

- I understand that the gallery committee meets regularly during the year to determine the exhibition slate for the following two years and usually finalizes a slate each fall for 2 years out. At that time, the committee will inform artists of their acceptance, or if their proposal has been declined or held over.
- I understand that my work may be exhibited in a group of 2 or more artists chosen by the OAC Gallery Committee.
- I understand that OAC will not pay artists for shipping, travel, lodging, or other expenses.
- I understand that if accepted, I am required to attend the opening reception and to participate in an artist talk or round table event.
- I understand that at least 80% of exhibited work must be for sale.
- All work must be unique, original and created solely by the artist(s) within the last 3 years, unless as part of a retrospective. Work should not have been shown previously at OAC in a major show.
- I understand that the gallery sales split at OAC is 60% /40% (Artist/gallery).
- I understand that if accepted, I will be required to read and sign a gallery contract and thereby agree to follow all the rules and instructions in the contract and that my participation is not guaranteed until the signed contract is received by OAC's Gallery Director.
- I understand that the Gallery Director has total control over the hanging and placement of all works in a show.
- I understand that OAC rents the gallery spaces for periodic private events and reserves the right to move or remove artwork during events as needed for safety.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_