



# Exhibit Proposal Guidelines

**Our mission**  
To enrich the quality of life in  
the Downriver communities by  
advocating and promoting the  
arts and providing opportunities  
for involvement and participation  
in arts and cultural activities.

dc4arts@downriverarts.org  
[www.downriverarts.org](http://www.downriverarts.org)

734-720-0671

Stay connected!



downriver  
council  
for the  
*Arts*  
James R. DeSana  
Center for Arts & Culture  
81 Chestnut  
Wyandotte, MI 48192

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WYANDOTTE, MI 48192  
PERMIT NO. 153

## Gallery Exhibit Proposals

The Downriver Council for the Arts (DCA) is accepts proposals year round for potential exhibitions. The DCA is open to your visions. If you have a concept for an ideal exhibit, please share it with us. The DCA will review all submissions - all media is eligible for review, as well as all types artists - emerging or experienced.

The artist(s) will be contacted based on the outcome of the review. If the artist(s) would like to see the gallery space before the exhibition, please call and make special arrangements. Review of the gallery space by appointment only.

Please be advised that the gallery schedule is set 6 -12 months in advance, so please submit your proposal accordingly.

We welcome interested persons and groups as jurors and curators. Please contact us if you would like to be involved.

### ELIGIBILITY AND CONDITIONS

Artists 15 and older are eligible. Work must be original, available for sale (some special conditions can be granted) and have not been in previous DCA shows. Groups and arts organizations may submit a proposal for exhibit, but must list a primary contact person. All media will be considered including visual, installation, digital, performance, and video. Artists will be expected to sign an artist agreement upon acceptance. The DCA Gallery Committee will be on hand to hang or assist you in hanging the show.

### ENTRY REQUIREMENTS

- Exhibit Proposal form filled out completely.
- Concept statement of the proposed exhibit.
- Current curriculum vitae, artist statement and/or resume.
- 10-15 labeled high quality jpg images depicting current work submitted on cd, portable usb drive or printed material. Indicate title, size, medium and price.
- Any additional supporting material that you feel will be helpful for the committee to review.

### SOLO EXHIBIT

- You may submit a proposal as a solo artist, but you may be paired with another artist who compliments your work and concept.

### GROUP EXHIBIT

- Please explain your group concept in the proposal.
- List the artists with brief bio's and examples of their work.

### OPEN CALL FOR ENTRY EXHIBIT

If you have a theme or idea for an open call for entry exhibit, and would like to curate the show, please submit the proposal as such explaining your concept. You must follow the DCA's guidelines for Open Calls.

- Use the established DCA entry form with guidelines
- All dates must be worked out with DCA staff and a signed agreement must be in place before a call for entry can be publicized. Dates include, but are not limited to: Drop-off, Hang, Opening, Ending, Pick-up.
- A list of participating artists must be received 2 weeks prior to the exhibit hang day.

### EXHIBIT TIMELINE

Items will be due to the DCA on Tuesday of the week the exhibit opens. The show will be hung on Wednesday or Thursday and the Opening Reception can be on Friday or Saturday. We can make special arrangements if needed. The exhibit will run approximately 18 days and you will be required to pick up unsold artwork on the Tuesday after it ends.

### OTHER EVENTS TIED WITH YOUR CONCEPT

The DCA welcomes other opportunities to bring more people in to see your show. We can work with you if you have an idea for a workshop or featured speaker that could be held during the duration of your exhibit.

### PRESENTATION

- 2-D, 3-D and Mixed Media of any size will be accepted.
- Images may be digitally manipulated.
- Entries must be ready for installation in a professional manner. All 2-D artwork MUST be ready for hanging with wire attached. Artwork without a wire will be declined.

Each entry MUST have the following information on the BACK or bottom for 3-D:

**NAME – MAILING ADDRESS – PHONE NUMBER – EMAIL – TITLE OF WORK – MEDIUM – PRICE**

NOTE: DCA reserves the right to remove artwork not suitable for installation in the galleries. Any submissions not meeting these requirements will be rejected from the exhibit. If you have any questions or concerns on proper wiring, we encourage you to contact us and we can set up a demonstration.

### SALES

\*DCA retains thirty (30%) commission for current members of the DCA and (40%) commission for non-members on the artwork sold during the exhibition. Michigan sales tax is collected on all sales. Artists will be paid no later than thirty days (30) after the close of the exhibition.

### RIGHTS AND IMAGE REPRODUCTION

The DCA reserves the right to photograph/reproduce selected artists' work for the purpose of publicity and promotion.

### QUESTIONS?

Please call 734-720-0671 or email: dc4arts@downriverarts.org

## Gallery Exhibit Proposals



### Gallery Location:

- ☐ Main Gallery  
☐ Community Gallery (Lower Level)

### Type of Entry:

- ☐ Individual/Solo  
☐ Group  
☐ Group - open call for entries

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First and Last Name or Group Name

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Person Responsible (if Group Exhibit)

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Address

---

City

---

State

ZIP

---

Daytime Phone

Alternate Phone

---

Email

☐ Check here if you would like to be notified of future DCA events.

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Website

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Month Preference of Exhibit

### PLEASE DELIVER OR MAIL YOUR PROPOSAL ENTRY TO:

Downriver Council for the Arts  
Attention: Exhibit Proposals  
James R. DeSana Center for Arts & Culture  
81 Chestnut  
Wyandotte, MI 48192

Please return this completed form with your proposal.