

ARC Gallery | Artist Residence Chicago

Calls for Entry Artist Instructions

Submission Preparation Instructions

- Images must be submitted in JPG / JPEG format. No other format will be accepted.
- Limit the number of images to the amount you chose to pay for. ARC will only review the number of images you pay for.
- Name Your Images with these 4 elements in the file name. Do Not Include Your Name or Identifying information in your file names: (a) item number (b) title of the work (c) dimension of the work, height x width x depth (d) year the work was produced.
 - Separate each element with a dash in this format
“NUMBER-TITLE-HEIGHT-WIDTH-DEPTH-YEAR.jpg”.
 - Example, “1-JARGON-5x10x20inches-2023”
- When you submit your application, you will be asked to provide an itemized list of (a) item number; (b) titles, (c) dimensions including height x width x depth, (d) mediums / materials, (e) date produced, and (f) price of each work. Make sure you itemize your list to correlate to your image numbers above.
- If you are a student, provide a photo of your student ID with your images.
- Please note that images of accepted work will become the property of ARC Gallery and may be used for publicity.
- Please provide a short artist's statement of no more than 300 words.
- Submission takes place in two steps:
 - 1. Upload Images and Image Descriptions to Dropbox:
 - <https://www.dropbox.com/request/9Rfmjhc2JloZDgKYaMRP>
 - 2. Complete the Application and Pay Fee on ARC Store:
 - Standard Fee: \$40 for one to three images
 - \$10 for each additional image
 - Student Fee: High School or College students pay a reduced fee of \$30 for one to three images and \$10 for each additional. A photo of a valid / active student ID must be uploaded with your images.
 - <https://arcgallery.org/arc-store/p/call-for-entry-application>
- An email receipt will be sent by ARC Gallery via Dropbox after image submission
- An email receipt will be sent by ARC Gallery after application and payment is completed
- Submissions will not be reviewed until payments are received

Eligibility, Shipping, Insurance and Sales

Eligibility

Original works created within the last 5 years. All mediums and materials will be considered in addition to video and performance based arts. No projections or media installations will be accepted for this show due to space limitations. Open to all artists, national and international.

Exhibition and Delivery Requirements

- Work must arrive by scheduled dates or will not be hung.
- A label must be attached to the back/bottom of each work with name, title, medium and price.
- Work must be presented in a manner appropriate to the artwork and be equipped for presentation. If work isn't shown in the traditional gallery sense; it should still be able to be displayed in a professional manner by gallery installers per artist specifications.
- Absolutely no Peanuts in shipping boxes!!!!
- Work must be able to remain in exhibition through exhibition dates. No work can be retrieved early.
- If work is shipped, use either UPS or FedEx and include a prepaid return shipping label with your package.
- No work which was not originally selected by juror will be hung.

Sales

Works will be for sale unless noted as NFS (not for sale) on the entry form. ARC will act as a liaison for sales of the artists' work. However, any work sold and paid for via Paypal will have the small fee deducted from the sale amount. ARC will deduct a 20% commission from the selling price of the work in group shows, with the artist retaining 80% after any Paypal fees if applicable. Please price accordingly.

Insurance

ARC exercises professional care when handling submitted work. We do not assume responsibility or liability including but not limited to accidents, damaged work, or forces of nature. Artists who feel their work is fragile should consider carrying their own personal property insurance. Again, the gallery will not assume liability for damage.

Accepted Work: Shipping and Delivery Return

With the exception of hand-delivered and picked-up work, all work shipped to and from the gallery must be paid ahead-of-time by the artist.

ARC will pack and make ready for return all shipped work and schedule the pickup. However, ARC will not make any payment or handle work that has to be dropped off for return. Please enclose A PRE-PAID return shipping label with the work. This should be, and can easily be, obtained online at UPS or FEDEX websites at the time work is being shipped to gallery for exhibition.

Upon close of show, ARC will alert the chosen shipper that the work is ready for pick-up. Any checks for return shipping made out to ARC will not be accepted nor will handwritten Fed Ex shipment labels. All acceptable pre-paid labels will need a barcode for scanning purposes.

Questions?

Please feel free to contact the gallery via email (info@ARCgallery.org) should you have any questions re: the exhibition, submitting work, or the prospectus. Email messages are checked daily. If you contact the gallery by phone, please call only during hours when the gallery is open.

ARC Gallery and Educational Foundation

Gallery Hours: Open Thurs & Fri - 2-6pm, Sat & Sun - 12-4pm; Closed Mon-Wed.

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