

# DeCordova Museum School Gallery

## Call for Entries

All DeCordova Museum School students are encouraged to submit artwork for the DeCordova Salon Show in the DeCordova Museum School Gallery. An exhibition of your artwork is a time to celebrate and share your exploration, process, and products with your family, friends, and fellow students. Seeing your artwork presented in a professional gallery setting is also a way for you to reflect on your achievements. The process of submission allows you to experience the gallery world and build your resume as an exhibiting artist.

Any artwork you have created in the last twelve months is eligible for submission. The exhibition will not be juried. Each student is allowed to submit one piece, and all pieces will be accepted into the exhibition. Work will be hung Salon-style (in clusters from floor to ceiling) or grouped together in pedestals for 3-D work. For 2-D work, students have the option of submitting framed or unframed work, although we cannot extend insurance for work that is unframed. 2-D work cannot exceed 36" in width; 3-D work cannot exceed 8" in width due to limited exhibition space. If 3-D work is suitable for hanging on the wall, the 36" width limit applies.

Please read the **Instructions and Checklist for Submission of Artwork** for all the details. As a DeCordova Museum School student, you've already shown your motivation and interest. Please take this opportunity to share your artwork with the rest of the DeCordova community. **All students are encouraged to submit!**

**If you are planning on submitting, please mail or email your submission form to Emily Garner, School Director, by December 16<sup>th</sup>, 2009 so that we can more efficiently plan the layout of the exhibition. If you cannot make the submission date, please call or email at the contact information listed below:**

Emily Garner, School Director  
deCordova Sculpture Park + Museum  
51 Sandy Pond Road  
Lincoln, MA 01773  
egarner@decordova.org  
781/259-3602  
781/259-3651 (fax)

## 2010 DeCordova Salon Show

January 16 – March 14, 2010

This new non-juried exhibition is designed to highlight the variety of talent at the DeCordova Museum School in a less formal venue. Taking a cue from the Salon shows popular in 19<sup>th</sup> century France, work will be hung from floor to ceiling in clusters for a fresh perspective on student work. Each student is allowed to submit one framed or unframed work—all works will be accepted.

Submission date: Monday, January 11, 2009, 9:30 – 11:30 am; 4 – 6 pm

Reception: Sunday, March 14, 2 – 3 pm

## Instructions and Checklist for Submission of Artwork

Each DeCordova Museum School student may submit one artwork for inclusion. Artwork must have been completed within the last twelve months and must not have been shown in the DeCordova Museum School Gallery before.

## Entry Procedures and Fee

- Please fill out both the **DeCordova Museum School Gallery Artwork Entry Form** and the **Loan/Receipt Form** completely.
- Make sure that the detachable portion of the Artwork Entry Form is filled out and firmly secured to your artwork (out of sight on the back).

- Labels for two-dimensional artwork must be taped to the hanging wire.
- A non-refundable entry fee of \$10 per person is required. Checks should be made out to DeCordova Museum. We will also accept cash.
- Submit the Artwork Entry Form and the Loan/Receipt Form by **Wednesday, December 16** to Emily Garner, School Director. The \$10 submission fee is accepted and encouraged at this time as well.
- Your artwork and the entry fee (if you didn't submit this with the paperwork) **must be delivered to the DeCordova Museum School Gallery** on Monday, January 11 between 9:30 – 11:30 am or 4 – 6 pm.

## Artwork Specifications

**Two-dimensional artworks (for insured pieces—see Waiver Form for non-insured pieces)**

- May not exceed 36" in width (including the frame) and ready for hanging
  - Framed and covered by glass or Plexiglas (unless its on canvas or board)
  - Affixed with wire for hanging
- \*\*\*Museum preparators reserve the right not to install work that is not ready to hang.\*\*\***

**Three-dimensional artworks**

- The DeCordova Museum School Gallery will provide pedestals and bonnets as needed.
- May not exceed 8" in width

## Pick Up

- Artwork accepted must be picked up after the reception on the last Sunday (March 14) of the exhibition date at 3 pm. You will have to sign out your artwork.

## Insurance and Sales

- DeCordova's policy is limited to a maximum insured value of \$1,000 per piece for artwork eligible for insurance in the DeCordova Museum School Gallery. However, you may set your sales price higher if you choose. If your artwork is sold, DeCordova will take a 10% commission. This money will be used exclusively for DeCordova Museum School programs. Sales tax will be collected from the buyer and passed on to you. If your artwork is *not* for sale, please indicate that on the entry form and assign an insurance value (\$1,000 or less).

## Questions

- **If you have any questions: please call Emily Garner, School Director, at 781/259-3602 or email at [egarner@decordova.org](mailto:egarner@decordova.org)**

# DeCordova Museum School Gallery

## Artwork Entry Form

### 2009 DeCordova Salon Show

Submission date: Monday, January 11, 2009, 9:30 – 11:30 am; 4 – 6 pm

Reception: Sunday, March 14, 2 – 3 pm (pick up work at 3 pm)

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Artist's name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_

Evening \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_

- Please provide us with information about the class you are enrolled in (or which class most closely represents your entry):

Class \_\_\_\_\_ Instructor \_\_\_\_\_

Works must have been completed within the last 12 months and may not have been previously exhibited at the DeCordova Museum School Gallery.

A non-refundable entry fee of \$10 per student is required.

PAID \_\_\_\_\_  
(staff to check off upon receipt)

\* Please note, 2-D work cannot exceed 36" in width (including the frame)' 3-D work cannot exceed 8" in width, unless made for wall hanging, in which case the 36" rule applies.

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Title of work #1 \_\_\_\_\_ Date completed \_\_\_\_\_

Medium & dimensions \_\_\_\_\_ Price (or NFS) \_\_\_\_\_

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*Please fill out and attach a label below to the back of each work. Bring the upper portion of the completed form with your artwork to the DeCordova Museum School Gallery.*

Artist's name _____	Artist's name _____
Title _____	Title _____

EXHIBITION: **2009 DeCordova Salon Show**  
 Dates: **January 16 – March 14, 2009**  
 Drop off artwork: Monday, January 11 from 9:30 – 11:30 am and 4 – 6 pm  
 Reception: Sunday, March 14, 2 – 3 pm  
 Pick up artwork: **Sunday, March 14, 3 pm**

LENDER/ARTIST NAME:

**1. ARTWORK TITLE**

**2. ARTWORK DIMENSIONS** (*H x W for 2D work; H x W x D for 3D work*)

**3. MEDIA**

**4. INSURANCE VALUE** (*The DeCordova Museum School Gallery can insure only up to a maximum of \$1000 per piece.*)

**5. SALES PRICE (or NFS)**

**CHECK IN**

\_\_\_\_\_ I understand that I am responsible for collecting my work, on the pick-up date  
(initial) listed above.

\_\_\_\_\_ I understand that DeCordova is not responsible for work not picked up during  
(initial) specified times, and that DeCordova can neither store, nor insure works  
(declined/exhibited) that are not picked up during designated hours.

\_\_\_\_\_ If I am unable to pick up my works, I will make arrangements for my works to  
(initial) be collected during the specified pick-up times.

SIGNATURE OF LENDER: \_\_\_\_\_ DATE: \_\_\_\_\_

DECORDOVA MUSEUM: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHECK OUT**

The objects described have been released by DeCordova Museum School Gallery and RECEIVED BY ME IN GOOD CONDITION UNLESS OTHERWISE STATED.

**Work #1 Title:**

RECEIVED by: \_\_\_\_\_ DATE: \_\_\_\_\_

DECORDOVA MUSEUM SCHOOL GALLERY  
**STATEMENT OF WAIVER FORM**

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\*\*\*\*To be filled out only if work does not qualify for insurance (see below)\*\*\*\*

**Lender**

**Name** \_\_\_\_\_  
\_\_\_\_\_

**Artwork**

**Title** \_\_\_\_\_  
\_\_\_\_\_

**Works which are not protected are not insured by DeCordova Museum**

**Two-dimensional:**

- Not covered with protective glass, plexi, or similar material (excluding paintings on stretcher bars)
- Not able to be fastened/secured to wall/hanging surface

**Three-dimensional:**

- Exhibited outside of a Museum-approved protective case
- Exhibited in a high-traffic area without a Museum-approved protective case
- Not able to be secured to ground, wall, or case, and piece in itself in unstable

I hereby waive any claims on DeCordova Sculpture Park + Museum for damage to, or theft of, my work in the DeCordova Museum School Gallery.

Name \_\_\_\_\_

Date \_\_\_\_\_