



Smith House Galleries 2025 Exhibition Proposal Guidelines

***Submit proposal by 11:59 pm ET May 15
to be considered for the following year.***

Proposal Planning:

- Please familiarize yourself with the Smith House Galleries (311 South Main Street, Harrisonburg, VA 22801) exhibition spaces prior to submitting a proposal.
- Review Smith House Galleries floor plans to determine if the scale and size of your work is appropriate for the space. Approximately 42" x 42", or less, is best for 2-dimensional works, and 72" h x 46"w x 20"d, or smaller, is best for 3-dimensional works. The amount of work accepted is contingent on what can fit comfortably in the gallery space while allowing a free-flowing pathway for viewers.
- Smith House Galleries caters to artists and student arts groups located in Harrisonburg and Rockingham County. However, we do entertain other regional artist proposals if the show is feasible for our organization.
- Preference is given to new works, and to artists who will not have exhibited within a 30-mile radius of Harrisonburg during the six months prior to this exhibition.
- Exhibitions typically run three weeks, opening on the First Friday in conjunction with ACV's First Fridays of the Valley event. The 4th week, typically the last week of the month, is used for de-install and install.
- ACV promotes and markets the exhibition, via Facebook, the ACV website, and a Constant Contact e-newsletter to more than 10,000 email addresses. Unless the artist chooses otherwise, ACV will also prepare an online exhibition to run concurrently with the in-person dates.
- In addition, the artist may opt to create a postcard/flyer at her/his/their own expense; if so, ACV will provide the ACV logo. The artist will submit a proof to ACV for review before the piece is distributed to ensure that accurate information is disseminated to the public.
- ACV staff and board make final decisions about the work on-view. While ACV does not support the censorship of works of art, we do have to think about children's programs and special events that might take place at our location in conjunction with any controversial or provocative imagery. In these instances, ACV staff will take appropriate action to best suit everyone's needs.

The Fine Print:

- Artists must sign ACV's Artwork Loan Agreement before their work is exhibited.
- ACV may photograph and/or videotape loans, and reproduce in any media for promotional or educational purposes.
- ACV may allow local news outlets to photograph, film, or write about loans for publicity purposes.
- ACV does not provide or imply insurance for loans.
- Artist will provide digital images, artist statement, brief biography, and loan label information on dates specified when invitation to exhibit is extended.
- Artist will drop off and pick up loans during ACV business hours (Monday – Friday, 9am – 5pm) on dates specified in the invitation to exhibit. If works are to be shipped, Artist will provide prepaid shipping labels. NOTE: Artist may incur storage fee of \$10.00 per piece per day for any works left on site more than two days past pick-up date specified in Artwork Loan Agreement. Loans will not be released until storage fee is paid in full.
- Artist will deliver all 2D artwork ready to hang: framed (or wrapped canvas) with wire across the back, suitable for hanging on one nail. No portion of hanging mechanism should be visible when piece is displayed.
- ACV must approve all accompanying display materials (hardware, shelving, installation objects, furniture, etc.).
- Artist will pay any repair charges for excessive damage to gallery walls or floors due to Artist negligence during loan drop-off or pick-up.
- Artist installs and de-installs works of art unless other arrangements are made in advance. Final exhibition layout is at the discretion of ACV.
- Artist will attend exhibition opening reception during First Fridays of the Valley, 5-7 pm.
- Artist will hold the galleries open on the Second Saturday, 10 am-2 pm.
- While loans are exhibited at Smith House Galleries, all sales of artwork (and any associated items) must be coordinated by ACV. ACV retains a 30% commission for all loan sales to help cover exhibition/installation fees and promotional expenses related to the exhibition. ACV will disburse Artist payment (70% of purchase price) within thirty days of the exhibition closing date to the address listed on the Artwork Loan Agreement.
- Works must remain on display for the duration of the advertised exhibition, unless prior arrangements are made in writing. In the event of a sale, the buyer may pick up his/her newly purchased art after the exhibition ends. Artist is responsible for shipping/handling costs, if needed, to deliver artwork to buyers who are unable to pick up their purchases.
- If a natural disaster, public health emergency, or other unanticipated event requires changes to the exhibition schedule, ACV will contact Artist as soon as possible to discuss options such as cancellation, postponement, conversion to virtual format, etc.

How to Apply:

- Submit the Google Form [Smith House Galleries Exhibition Proposal](#) with attached images and other support materials. Non-electronically-submittable items (discs, thumb drives, etc.) may be mailed or delivered to Arts Council of the Valley, 311 South Main Street, Harrisonburg, VA 22801 by the submission deadline.
- For visual submissions, submit 7-to-10 jpg or png images that best feature your work. Image size should not exceed 5MB and 8" x 10" per image. You may also include detail images of your work(s) of art as a way of showing surface and texture. Attach jpg or png images to your Google Form application (NOTE: Images that cannot be attached to the Google Form should be submitted via email to firstfridaysdowntown@gmail.com).
- Poetry and writing can be shown in bound form. We sometimes pair literary works with visual works; writers are encouraged to apply. Attach writing sample(s) - not to exceed 10 pages - to your Google Form application (NOTE: samples that cannot be attached to the Google Form should be submitted via email to firstfridaysdowntown@gmail.com).
- Send film/video or performance art submissions in HD format, preferably on a thumb drive in ProRes, or on a DVD. You may also send a YouTube link, or Vimeo link with appropriate password. For film/video exhibitions, the artist is responsible for providing all necessary TV/DVD/computer equipment for the duration of the exhibition.
- Submit resume, C.V. and brief biography (maximum 150 words). with your proposal, as well as an artist statement (maximum 150 words). Articles, catalogs, and letters of support are welcome, although not required.

ACV Contacts:

Arts Council of the Valley
311 South Main Street
Harrisonburg, VA 22801
540.801.8779
valleyarts.org

Jenny Burden, Executive Director
acvdirector@gmail.com

Ann Leatherwood, Programs Manager
firstfridaysdowntown@gmail.com

Revised 7.27.2023

SAMPLE ARTWORK LOAN AGREEMENT BELOW.

SAMPLE

Arts Council of the Valley will provide Artwork Loan Agreement when extending invitation to exhibit at Smith House Galleries.

Smith House Galleries Artwork Loan Agreement

311 South Main St · Harrisonburg, VA 22801 · 540.801.8779 · valleyarts.org

Artist Name (as it should appear in print):

Address:

Email:

Phone:

Estimated Number of Works:

Exhibition Title:

Exhibition Schedule:

Update bio/artist statements:

Digital Images/label details due:

Loan Drop-Off/Install:

Exhibition Opening Reception:

Second Saturday:

De-Install/Pick-Up:

This is an agreement between the above-named "Artist" and Arts Council of the Valley (ACV), by which we agree as follows:

1. ACV agrees to exhibit Artist's works in Smith House Galleries DATE through DATE.
2. Artist agrees to provide ACV with high resolution images; and title, year created, medium, size, and price for each work to be included in the exhibition/virtual album no later than the date specified above. It is Artist's responsibility to ensure that all information is accurate.
3. Artist agrees to deliver all 2D art works in good condition, ready to hang: framed (or wrapped canvas) with wire across the back, suitable for hanging on one nail. No portion of hanging mechanism should be visible when artwork is displayed.
4. Unless prior arrangements are made in writing, Artist agrees to drop off and pick up loans on dates/times specified in this agreement. Artist agrees to provide prepaid shipping labels for any works to be shipped to or from ACV.
5. Artist acknowledges that ACV must approve all accompanying display materials (hardware, shelving, installation objects, furniture, etc.).
6. Artist acknowledges that any excessive damage to gallery walls or floors due to Artist negligence during loan drop-off, installation, de-installation, or pick-up will be assessed by ACV and any repair charges fined to the Artist.
7. Artist agrees to install and de-install artworks. Should the Artist be unable to install/de-install, Artist must contact ACV in writing at least two months prior to

install date to make other mutually-agreeable arrangements.

8. Artist acknowledges that final exhibition layout (including online) is at the discretion of ACV.
9. Unless permission is refused in writing, Artist authorizes ACV to photograph and reproduce the loans in any media for catalog publications and/or for archival, educational, and publicity purposes for current and future exhibitions; and to allow news outlets to photograph, film, or write about the loans.
10. Artist acknowledges that ACV does not provide or imply insurance for loans.
11. Artist acknowledges that loans left on ACV property more than two days past pick-up date specified in this agreement may be charged a storage fee of \$10.00 per piece per day. Loans will not be released until acquired storage fee is paid in full.
12. Artist agrees to be in attendance at the Exhibition Opening Reception as specified above.
13. Unless prior arrangements are made in writing, Artist agrees to hold galleries open on the Second Saturday of the exhibition, from 10 am to 2 pm.
14. Unless prior arrangements are made in writing, Artist agrees that all loans will remain in the gallery (Smith House Galleries and/or online) for the entirety of the exhibition.
15. Artist agrees that while loans are exhibited at Smith House Galleries and/or during the virtual exhibition period, all sales of artwork/associated items must be coordinated by ACV.
16. Artist authorizes ACV to retain a 30% commission for all loan sales to help cover expenses related to the exhibition.
17. Unless other prior arrangements are made in writing, ACV will disburse Artist payment (70% of purchase price) for loan sales within thirty (30) days of exhibition closing date to Artist at address specified on this agreement.
18. Artist is responsible for meeting any applicable business licensing requirements.
19. Unless prior arrangements are made in writing, Artist is responsible for conveying all sold works to buyer(s).
20. Artist agrees not to exhibit works included in this exhibition within a 30-mile radius of Harrisonburg, VA during the six months prior to this exhibition.
21. Should a natural disaster, public health emergency, or other unanticipated event require exhibition schedule changes, ACV will contact Artist as soon as possible to discuss options, including but not limited to cancellation, postponement, or conversion to virtual format.