

# Exhibition Application Submittal Information

**We offer three exciting venues for art display. Please refer to specific Exhibition Space Guidelines in selecting the gallery space of interest:**

## EXHIBITION SPACE

- The Fine Arts Gallery @ 48 Natoma
- Community Exhibition Spaces
- Folsom City Hall
- Any

## SELECTION PROCESS

The primary selection criterion is artistic excellence as represented by your slides or digital images. The Folsom Parks and Recreation selection committee reviews all of the selected artists and exhibitions. The final selection and implementation of exhibitions is entirely within the Parks and Recreation Department's discretion.

## NOTIFICATION

Artists will be sent a receipt acknowledging of received materials. Most exhibits are scheduled six months to one year in advance of exhibition dates. If you are selected for an exhibition, the Parks and Recreation Department will retain your slides for their archives. If you are not selected, your slides will be returned to you if you enclose a SASE with sufficient postage for return.

**DO NOT SEND ORIGINAL ARTWORK.**

## EXHIBITION SPACE

- The Fine Arts Gallery @ 48 Natoma
- Community Exhibition Spaces
- Folsom City Hall
- Any

## APPLICATION

Type or print the following information:

\_\_\_\_\_  
Name (ARTIST/ARTS ORGANIZATION CONTACT)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Contact Number(s)

\_\_\_\_\_  
Email Address

***I have read and understand the Exhibition Guidelines pertaining to the gallery of interest for which I am applying to exhibit:***

\_\_\_\_\_  
Artist or Primary Contact Signature

## CONTACT INFORMATION

Exhibition Program  
Folsom Parks and Recreation Department  
50 Natoma Street  
Folsom, CA 95630  
Phone: (916) 351-3506  
E-mail: [cabraham@folsom.ca.us](mailto:cabraham@folsom.ca.us)  
Agency Website: [www.folsom.ca.us](http://www.folsom.ca.us)



CITY OF  
**FOLSOM**  
PARKS & RECREATION  
DEPARTMENT



# ARTS

*This information applies to all exhibition locations. Please refer to the specific Exhibition Guidelines Brochure to determine if you meet all requirements specific to that area.*

#### DEADLINE :

None. Applications are accepted and reviewed on an ongoing basis for exhibitions typically scheduled six to twelve months in advance of exhibition dates.

## APPLICATION REQUIREMENTS:

### INDIVIDUAL ARTISTS AND ART ORGANIZATIONS

ONE (1) SET OF THE FOLLOWING:

- Slides or JPEG Images** of your artwork. You may submit up to 20 images if applying as an individual artist. If applying as a team, you may submit up to 10 slides per team member.

- SASE** (Self addressed STAMPED envelope)

THREE (3) IDENTICAL COLLATED SETS OF THE FOLLOWING:

- Application Form** for each team member
- Typed Image List** corresponding to all of the images submitted. Image list should indicate the media, size of work, title, date, and a brief description of the artwork only if necessary.
- Résumé(s)** – not to exceed 3 pages
- Artist Statement** – not to exceed one page typed in at least 12 point font. Please include typical value range of art work for sales or insurance purposes.

IF YOU ARE PROPOSING A SITE SPECIFIC INSTALLATION, ALSO INCLUDE WITH YOUR 10 SETS:

- Installation Proposal** – not to exceed one page typed in at least 12 point font
- Visual Support** materials which will convey the look and feel of your project

### GUEST CURATOR

ONE (1) SET OF THE FOLLOWING:

- Slides or JPEG Images** (up to 20) of artists work that you will include in the exhibition and/or slides or exhibits you have recently curated
- SASE** (Self addressed STAMPED envelope)

THREE (3) IDENTICAL COLLATED SETS OF THE FOLLOWING:

- Application Form**
- Typed Image List** corresponding to the images submitted. Image list should indicate the media, size of work, title, date, and a brief description of the artwork only if necessary.
- Résumé(s)** – not to exceed 3 pages
- Curatorial Proposal** – not to exceed one page typed in at least 12 point font. Please include typical value range of art work for sales or insurance purposes.

### INFORMATION FOR ALL APPLICANTS REGARDING IMAGES

SLIDES:

- Insert slides in a full-size plastic slide sheet. Glass or damaged slides are not acceptable.
- Each slide must be labeled with the artist's name, Indicate "TOP" and front of slide.
- Each slide must be numbered as it corresponds to the annotated image list.

### DIGITAL IMAGES:

- Images must be saved as JPEG files (72 dpi, maximum 360 x 243 pixels or 5" x 3" inches or 257 K.)
- Each image should be labeled with the artist surname and numbered according to the annotated image list, i.e. "Rembrandt\_1"
- Images must be oriented appropriately landscape or portrait.
- Images must be submitted on a virus free, PC compatible CD-ROM.

### SITE SPECIFIC INSTALLATIONS:

- Submit a typed, one page project proposal that includes your concept and how you will successfully execute your project.
- You may submit drawings, samples, and any other visual support materials which will convey the look and feel of your project.
- Materials should not exceed 8.5" x 11".

### ADDITIONAL INFORMATION

- Folsom Parks & Recreation is not responsible for lost/damaged items.
- Make sure your name is on every item you submit.
- Do not staple or fold materials. Use white paper.
- Do not send original artwork, books or photographs.
- Please confirm you are eligible for the space in which you are applying to exhibit.
- Please include a SASE if you would like to have your materials returned. (See notification information.)
- Keep duplicate copies of all application items for your files.