

Roudenbush Community Center Gallery Guidelines

We are looking for a professional presentation of 2 dimensional artwork to present in Avis Gallery.

- Send 5-8 samples of 2-D (wall hangings only) on a CD or email images.
- Include a thumbnail of all images for general reference. Each image must be labeled with medium and dimension.
- Attach a Biography

Email to: registration@roudenbush.org questions: 978 692-5511

Mail to: Roudenbush Community Center 65 Main Street, Westford, MA 01886. For return of CD, provide a self addressed stamped envelope.

Gallery Guidelines:

- Art work will be displayed on the Avis Lounge walls for One (1) month. Opening reception will be a mutually agreeable date. Artist is responsible for hosting and clean up of event.
- Artist is responsible for publicity of their exhibition
- Work will be seen whenever a class or event is held. Gallery will be accessible to the public in between class times, call for schedule.
- Fee to exhibit is \$50 plus 20% of sold artwork* Tax Deductable Donation to RCC - includes * wall hangings, prints, note cards, bookmarks
\$50 fee (check only) includes:
 - Room charge to host Friday opening night
 - Advertisement of Gallery artists in Winter Brochure
 - A link to your website from The Artist Gallery – from Roudenbush site.
- RCC reserves the right to photograph any artwork in the exhibit for brochure, website and publicity purposes.
- RCC, its Committee, and employees, shall not be held responsible for loss or damage of artwork. Artist is responsible for insurance coverage of artwork.
- Artwork must be for sale and remain on display for agreed time.
- Artwork must be of professional grade, framed or matted, ready to display with hanging material (in the upper 1/3) of artwork.
- At the conclusion of your agreed upon exhibit, artwork must be disassembled and removed within one (1) day of your specified end date. Artwork left after that time will be charged \$5 per day for removal and storage.
- Submission of any work to RCC shall imply agreement by the artist with these conditions.