



The Gallery ABQ
8210 Menaul NE
Hoffmantown Center
Albuquerque, NM 87110
505.292.9333; Hours: Monday – Saturday, 10am–5pm

Disclaimer: Hours and Days may change due to COVID-19 Requirements

THE SALON – INFORMATION FOR PROSPECTIVE GUEST ARTISTS

The Gallery ABQ is a full-service gallery offering the following to Salon guest artists to make their show a success:

- Handling of sales transactions (we accept all major credit cards)
- Inclusion in the following gallery advertising:
 - Print advertising—ABQ Arts ad, postcard, and online ads
 - Website highlight
 - Facebook and Instagram announcements
 - Email marketing
 - Refreshments for opening receptions **Disclaimer: Refreshments may not be available due to COVID-19 Requirements**
- The Gallery ABQ has an excellent location with ample parking spaces. A qualified salesperson is in attendance during open hours (10 am to 4 pm, Tuesday-Saturday, closed Sunday and Monday's).

The Salon space (see the layout on page 2) is available on a monthly basis to individual artists or groups of artists. Certain months are more desirable, so early booking is suggested.

SECURITY: The gallery has several digital cameras that operate 24/7, plus an alarm system and outside security. Artwork is not insured by the gallery. Artists may wish to arrange their own insurance.

PUBLICITY: The gallery will provide publicity as mentioned above. Any additional publicity is the responsibility of the guest artist(s).

RECEPTION: The gallery provides refreshment for First Fridays (ARTScrawl) and Meet the Artists on the third Saturday (if the artist wants extra event scheduled). Guest artists can use the gallery provided advertising or create their own invitations. **Alcohol is only served when a permit is available through a local Brewery and approved by the City of Albuquerque.**

SALES: The gallery will handle all types of sales (cash, check, or credit card) during business hours and reception times. A 25% commission is charged for handling. Full payment for sales will be done after the show closes. Checks are cut at the end of the month.

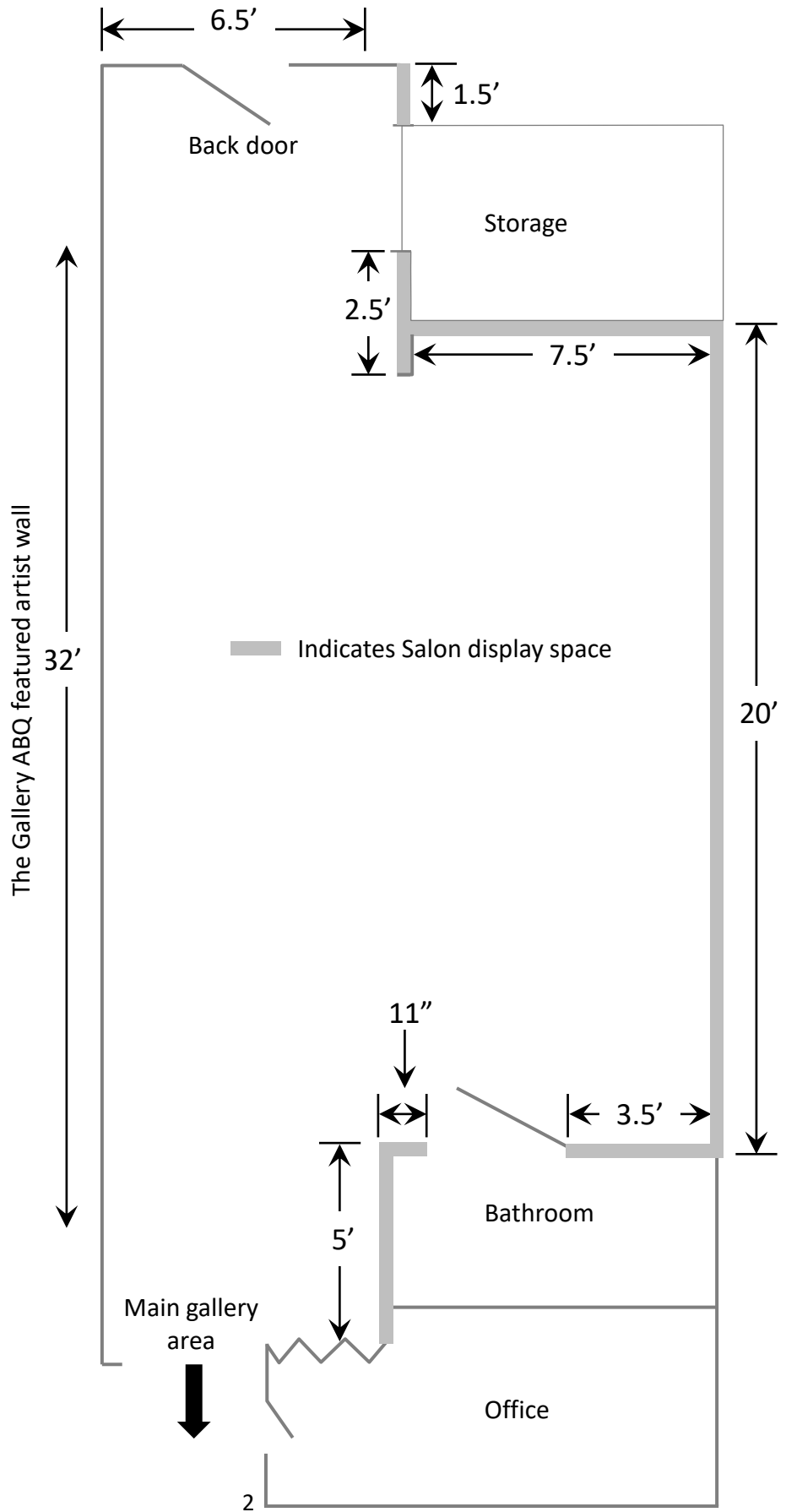
TERM: The show will be up for a minimum of three weeks of the month scheduled, to allow time for installation and take down. There is a \$25 per day charge for late take down.

FEES: The monthly fee for The Salon space is \$300. A deposit of \$100 is due at the time of booking a reservation; the deposit is forfeited if the reservation is cancelled. Remaining \$200.00 due on day of art delivery.

Visit The Gallery ABQ website at <http://thegalleryabq.com/> to see how the Salon guest artist space is highlighted; and visit our Facebook page at <https://www.facebook.com/TheGalleryAbq>.

For more information about booking a show, contact. Maria Cole at 505.298-3445; mariacole10@hotmail.com.

THE SALON SPACE





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THE SALON – BOOKING AND EXHIBITING

CONTACT: Please contact. Maria C. Cole @ 505-298-3445 or mariacole10@hotmail.com with questions or to indicate your interest in booking an exhibition.

STEPS FOR BOOKING:

1. **CALL OR EMAIL** Maria Cole at mariacole10@hotmail.com for current information on available dates for booking the Salon space.
2. **SUBMIT AN APPLICATION** (see page 4 for a copy). You may request the application form to fill out and return electronically (Microsoft Word) by contacting Maria or you can download the form at <http://thegalleryabq.com/>; or you can pick up and return the application materials to the gallery directly.
3. **JURYING:** Submit 3 digital images that you wish to exhibit – maximum of two mediums to Maria Cole. She will forward to the board for the gallery board to approve.
 - a. Works presented for jurying must be representative of what you would exhibit.
 - i. Work must be gallery ready and framed/presented according to gallery standards. Wall art: mats must be clean and cut properly; frames must be of presentation quality (no dings, open corners, etc.).
 - ii. Work must be consistent in content and technique, representative of a larger body of work.
4. **NOTIFICATION:** The Salon Director will inform you of acceptance for an exhibition by phone or email after jurying is completed.

STEPS FOR EXHIBITING (if accepted):

1. **CONTRACT:** You will be asked to sign a contract and provide a deposit of \$100 (non-refundable) with your booking. You will be given dates for hanging and take down of your show, as well as run dates for the show (generally show duration starts 1-2 days after hanging and ends 1-2 days prior to take down).
2. **HANGING:** The Salon Director will provide a Salon curator to oversee the hanging of the show, according to gallery standards.
 - a. Wall art must be wired (no sawtooth hangers), and wire must peak at 3.5 inches from the top of the frame.
 - b. Wall art must be individually labeled on the back of artwork with ARTIST NAME, TITLE, MEDIUM, and PRICE.
 - c. In addition: Gallery Wall tags must be completed (front and back) by each artist participating in the salon show. Please pick up gallery tags prior to your show to have them ready when you deliver your artwork. These should be taped to the artwork on the back right corner of the frame or gallery wrapped piece.
 - d. Floor art must be individually marked with Gallery Tag to include ARTIST NAME, TITLE (if appropriate), MEDIUM (if appropriate), and PRICE. The gallery has two large pedestals for display of floor art; artists must provide their own additional pedestals.
 - e. You must provide a list of works to be exhibited with TITLE, MEDIUM, and PRICE clearly stated. For group exhibitions, the list must also include the name of the individual artists.
 - f. Your work in the Salon exhibition must reflect the type and quality shown during jurying or it may be refused.



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THE SALON – PROPOSAL FOR EXHIBITION

Proposals will be accepted well in advance of the proposed show. Complete this form and submit it in person or by mail to The Gallery ABQ.

ARTIST NAME OR GROUP NAME: _____
(If a group, please list a point-of-contact as well)

EMAIL: _____

WEBSITE: _____

ADDRESS: _____

PHONE NUMBER(S): _____

MEDIUM: _____

1st CHOICE FOR MONTH/YEAR REQUESTED: _____

2nd CHOICE: _____

3rd CHOICE: _____

Please attach an artist statement and a resumé to your proposal.

Your statement should reflect:

- Your artistic philosophy
- A description of the medium in which you work

Your resumé should include:

- Previous exhibitions in which you have shown your work
- Educational background