

# THE DELAPLAINE

VISUAL arts EDUCATION CENTER  
40 South Carroll St., Frederick, MD 21701  
301.698.0656 [www.delaplaine.org](http://www.delaplaine.org)

## Exhibit Proposal - Solo or Small Group Shows

### Selection Process

Exhibit selections are made by the Center's Exhibit Selection Panel, comprised of working artists and arts administrators. Final decisions may require a studio visit when necessary. We are currently scheduling 2 years in advance.

*Note: There is a \$30 processing fee for each application. This fee is waived for members of the Center (if the proposal is for a group show, the group contact person must be a member in order to waive the processing fee).*

In addition to the processing fee, your proposal must include:

### • A Power Point (ppt.) presentation.

6-10 digital images per artist, noting the title, media, dimensions and year produced on the image slide. A current, brief resume and bio on a ppt. slide.

A proposal (on ppt. slide) describing the focus or intent of the exhibit - no more than one page.

The description should include:

- Approximate # of pieces total
- Approximate space required (square feet)
- Special installation needs
- Examples of work on the internet if available.

### If you cannot provide a Power Point presentation

- Individual TIFF or Jpeg images are acceptable. They may be on a disk or sent by email. Very large files should be sent in separate emails or burned onto a disk and mailed.
- Email a Word document with the same information as is required for the Power Point presentation: title, media and dimensions, bio and resume, focus of exhibit, etc.

### Slides on plastic film taken with a conventional camera must be converted to digital images

### Additional Information:

Images submitted should substantially represent the scope of the work to be exhibited; however we recognize that new work may be created for the exhibit. Work in all media will be considered, including installations, video and film. Preference is given to artists living or working within a 75-mile radius of Frederick.

### Site Visit

We strongly recommend you visit the gallery spaces before making a proposal. You may indicate a preference for gallery space, but final determination will be made by the Center staff based on Exhibit Selection Panel recommendation, scheduling and space availability.

### Galleries:

**The New Gallery** is located on the second floor of the mill building. This newly renovated gallery is approximately 16 x16 feet with 240 square feet of hanging wall space. It is especially well suited for smaller works.

**The Hall Gallery** located on the second floor of the Mill building. This space will exhibit photography exclusively. The Hall gallery has 150 square feet of hanging walls and uses a hanging system.

**The Side Gallery** is located just off the Kline gallery on the main floor of the Mill building. It is painted gray and has approximately 240 square feet of hanging wall space.

**The Kline and F&M Galleries** comprise the largest exhibit space in the Center with 1500 square feet of hanging space on drywall and brick walls. The brick walls use a hanging system. Artists may propose a solo exhibit for the F&M or the Kline Gallery. Groups of three or more may make a proposal for both the Kline and F&M Galleries.

**The Gardiner Gallery** is a multi-use meeting room and exhibit space. The exhibit spaces are comprised of 7 wall sections that are 8 – 10 feet wide. There is a chair rail at 30inches from the floor. Since this space is used for business meetings, weddings and other public venues, artwork proposed for this space should be community sensitive and age appropriate.

Please make arrangements to collect your proposal after notification of the decision of the panel. If you send a SASE with the proper postage the slides/disks can be mailed back to you.

**Questions? Contact Diane Sibbison 301.698.0656 ext. 115, or by e-mail [dsibbison@delaplaine.org](mailto:dsibbison@delaplaine.org)**