

Portfolio Submission Procedures

REVIEW PROCESS

1. Portfolios are reviewed by the Gallery Steering Committee four times a year.
2. The applicant may be asked to present original works for additional consideration.

PORTFOLIO CONTENTS

1. Artist résumé including contact information: name, address, city, state, zip, phone, email, and website (if available)
2. Artist statement and bio
3. One page description of description of art work
4. List of artwork by title, size and price
5. Images of artwork:
 - 6 to 12 jpeg files: minimum 1200 pixels / side on CD. JPEG file name format: last name.title.medium.size.year.jpg (e.g.: *Smith.Sunset.oil.20x28.2010.jpg*)
 - Alternatively, photo prints may be submitted with last name, title, medium, size and year completed accompanying the print. All prints are the same size.
 - 2D work: Images show the art medium only without showing a visible mat or frame.
 - 3D work: Two views are requested of each piece against a black or neutral background.
6. A presentation folder, letter-sized, containing all portfolio materials **including** a self-addressed stamped envelope for return of portfolio

PORTFOLIO DELIVERY

Mail portfolio to:

Los Gatos Museums Gallery
ATTN: Steering Committee
P.O. Box 1904
Los Gatos, CA 95031

DO NOT drop off portfolios at the Gallery or at the Museum.

GALLERY PRESENTATION

1. All members' artwork must be for sale. Labeling work "NFS" is not allowed.
2. Wall hanging: Frame and wire must be in good condition. Wire must be attached by D-ring. Sawtooth hangers, spring clips or protruding eyehooks are not allowed.
3. Matting: neutral colors only
4. Glazing: acrylic (Plexiglas[®]) is preferred.
5. Exposed canvas edges must be neatly painted with no visible staples.
6. Work must be dry.
7. Member may submit up to four pieces of work depending on size. Unconnected pieces (diptych, triptych) are counted as separate pieces of work.
8. Matted original pieces of work, up to three pieces, may be included for the print bin.
9. Member must provide no more than two bio sheets to be placed in the Gallery's binder.

MEMBERSHIP REQUIREMENTS

1. The Museums of Los Gatos deducts a 30% commission from the purchase price of all artwork sold at the Gallery.
2. Every effort is made to protect artwork, yet liability remains with the consignor for work damaged, lost, or stolen on Gallery premises.
3. Members are encouraged to secure insurance for the consignment period.
4. Gallery members are required to staff the Gallery a minimum of four hours a month and to help with other Gallery tasks as needed.
5. Monthly dues of \$100 plus \$3 supply fund fee are payable by the beginning of each regularly scheduled exchange period (three months - \$309.00).
6. A membership fee of \$35 is payable one time at initiation of Gallery membership.
7. Members who decide to withdraw from the Gallery must give thirty (30) days' notice in writing to the steering committee.
8. Removal of artwork must coincide with the regularly scheduled exchange days.