



ART GALLERY

## Rules, Guidelines, & Instructions for Submissions

Artists interested in submitting work should email photos (no more than 5 or as defined by the Call) of their work and a link to their portfolio/website along with contact information. Please put "ARTIST SUBMISSION" in the Subject Line along with the name of the call for which you are submitting. We will do our best to respond to inquiries that appeal to the gallery within a few weeks. No walk-ins or snail mailed submissions please. Thank you for your interest in working with us.

1. All submissions must represent the actual artwork as closely as possible. If your work is misrepresented in anyway, we reserve the right to refuse to hang the artwork if it should be chosen for exhibition.
2. K Gallery exhibits all two-dimensional work including photography, paintings, drawings, digital, mixed media, fabric art, chalk, ink, pastels, wax, graphite and printmaking. Additionally, K Gallery exhibits free standing sculpture and three-dimensional work.
3. Submissions must be made online via email at [Info@KGallery.org](mailto:Info@KGallery.org). Please include Name, Address, telephone, email address, and website if applicable.
4. Submission images are for K Gallery to decide on which artworks will be accepted.
5. Your files must be labeled: First name Last name\_Title of the piece\_Medium\_Height x Width in inches.jpg making sure that underscores go between your name and the name of the piece (*i.e. Pablo Picasso\_The Old Guitarist\_Oil\_32x48.JPG*).
6. There is not cost of submission. Your submissions do not guarantee inclusion into a show. The decision to accept entries into a show is based solely on the discretion of K Gallery.
7. If your submission is accepted, we will ask you deliver all accepted artworks to K Gallery at least 5 days prior to the opening reception. Please take care to ship your artwork carefully with padding and we will return it to you in the same box with the same padding.
8. For K Gallery exhibitions all pieces must be Gallery Ready & suitably framed. We reserve the right to refuse to hang a piece of art that is not presented in exhibition quality with a gallery in mind.
9. For K Gallery exhibitions damage to artwork or framing is not the responsibility or liability of the gallery. We care about your artwork, but cannot accept liability.
10. For K Gallery exhibitions all artwork must be labeled on the back with the artist's name, retail price, and name of piece.

11. For K Gallery exhibitions artwork will be offered for sale at the reception and any other days that the Gallery will be open. K Gallery will receive a 33% commission on all sales of pieces.
12. Additionally, if any artwork is not ready to hang, we will either not accept it or charge you a \$35 fee. We accept artwork that is unframed, however if it uses clips, nails, or other materials that involve the gallery staff doing more to prepare your item, or if the hanging method is an insecure one (tape squares and other adhesives) we reserve the right to refuse to hang the work or will not accept it at all. The only method we will accept is secure wire hanging.
13. We respect your Artwork; however, we cannot assume any responsibility for damage or theft.
14. Artist maintains copyright and ownership of all pieces until it is sold, at which time ownership passes directly to the client purchasing the piece.
15. All entrants grant K Gallery the right to use or publish images of their work to promote the art exhibits, future call for entries, videos, or to promote K Gallery. All accepted entries will be placed on this website or blog and other social media sites.
16. All entries must be the original work of the entrant and must not infringe the rights of any other party. The entrants must be the sole owner of copyright in all photographs entered and must have obtained written permission of any people featured in the entries or their parents/guardians if children under 18 are featured. Artist is fully responsible to obtain all model or property releases.