

Guidelines for Exhibition

Please send requested items only. Do not send self-addressed return envelopes as no materials will be returned.

The Jung Center's building was originally designed as a gallery. It mounts approximately nine exhibitions open to the general public each year.

Eligibility. Artists are chosen by the Art and Exhibitions Committee in May of each year. Entries should be submitted between January and April 30th of each year for inclusion in the next calendar year. Artists must have a body of recent work large enough to fill the gallery (see gallery diagram attached). Retrospectives are permissible at the discretion of the Art and Exhibitions Committee. With the exception of participation in group shows, artists are limited to one exhibition every five years.

Specifications. There are no specific size or height limitations for sculpture and paintings. See the following page for details and dimensions of gallery space.

Entries.

Your application should include:

- No more than 10 entries submitted on a **non-returnable** CD (at least 72 dpi JPEG, GIF, or TIFF files; 300 dpi preferred, and will be requested if your submission is accepted). Please include a paper copy with title, size and type of work (acrylic, oil, photograph, etc.) and prices.
- Paper copy of complete contact information – Name, address, phone numbers and email address.
- Paper and electronic copy of an artist's statement of no more than 300 words and a bio. A list of shows, awards and collections may also be included.

Mail entries to: Art and Exhibitions Committee, The Jung Center, 5200 Montrose Blvd., Houston, TX 77006.

CDs included in proposals will not be returned. Artwork presented for display must be substantially similar in content or subject matter to the work previously provided to the Art and Exhibitions Committee for evaluation.

The Jung Center or its insurance carrier assume no liability to artist or third party for any harm, destruction, theft, or mutilation to the artwork. Your artwork is exhibited at The Jung Center at your own risk.

Accepted Entries. Accepted work will be scheduled for exhibition by the Art and Exhibitions Committee, and the artist will be notified of acceptance and the proposed month of exhibition. Artist contracts will be mailed in September and should be signed and returned promptly to guarantee favorable exhibition, installation, and reception dates and times.

THE ART AND EXHIBITIONS COMMITTEE AND JUNG CENTER ADMINISTRATION RESERVE THE RIGHT TO REJECT ANY WORK MISREPRESENTED OR UNSUITABLY PRESENTED.

Installation. The artist is fully responsible for transporting artwork to/from The Center. Each artist is responsible for the installation of his/her own show. The Center will provide hooks for hanging all art pieces. No wall-installed nails, screws, or hooks may be used for art installation. Artist must provide information about the work (title, price, media, size, etc.) either as a printed list or on title cards placed on the wall next to the work. All works must be picked up at the agreed upon time. The Center is unable to store any artwork, so the work must not be on the premises more than one day before and one day after your designated exhibition dates.

Opening Reception. Opening receptions are most often held the Saturday following installation, from 5-7 pm. The artist is financially and logistically responsible for providing all refreshments, serving staff, decorations, and any other accouterments. The Center will provide tables appropriate for use in serving the refreshments planned. Final plans for the reception must be made by the artist with The Jung Center's Gallery Manager no later than 10 days prior to the scheduled reception date.

Donation. While The Jung Center provides free space to support the arts, we are a non-profit educational institution and are grateful for donations from the public. Traditionally, artists donate 20% of their sales to The Center.

Please contact The Jung Center Gallery Manager, Jen Wilkins, at 713.524.8253 x16 or jwilkins@junghouston.org with any additional questions.

THE **j**ung CENTER
continuing education for the human spirit

5200 Montrose Blvd. | Houston, TX 77006 | 713.524.8253 | fax 713.524.8096 | www.junghouston.org

**Jung Center Gallery:
Exhibit Planning Guide**

