

Calling all Hampton Roads Artists!

Every year in the months of January and November, the Downing-Gross Cultural Arts Center (DGCAC) welcomes local artists to display a maximum of two pieces of art in the magnificent Newport News Community Gallery. Community artists may submit a request form to be considered. Forms must be sent in by December 1st (for January) and October 1st. (for November)

Please see the submission process below and click on the Artwork Loan link to download and complete.

A 1-2 page biographical sketch/statement of purpose.

One or more photographs of the artist/s no smaller than 4X6 and no larger than 11X14.

A complete list of the works to be displayed including title, artist, dimensions, medium/s, ownership attribution, value, and any desired secondary label copy. This list is to be typed or legibly printed. The DGCAC reserves the right to edit the copy for grammar, style, and content. The artist may suggest the name of the exhibit. If none is offered, DGCAC will make the determination

A supply of business cards or flyers for display in the gallery. (This is optional.)

A completed Loan Form to display work.

All work to be delivered to the DGCAC two weeks prior to the opening, ready to be installed (for example: paintings should be framed or have hanging wire attached). Works should be identified by name on the back or base. At the time of delivery, the artist will sign the loan agreement (see attached sample). During the period of exhibition, the works may not be removed.

Community artists may submit a request form to DGCAC for the months of January and November. Those are the only months available to local artists to display no more than 2 pieces of work at one time. Admission into the Community showcase is free of charge. Forms must be sent in by Dec 1st (for Jan) and Oct 1st (for Nov).

TERMS OF LOAN

The Downing-Gross Cultural Arts Center will give objects the same care provided similar property of its own. The Center shall not undertake any repairs, alterations or conservation treatment of loaned items without the expressed written consent of the lender. If conservation proves necessary, the costs shall be carried by the lender.

Method and costs of shipment must be agreed upon by both the lender and the gallery. The condition of all items shall be recorded on arrival. Any damage or loss of loaned items shall be reported immediately to the lender. Objects will be returned packed in the same or similar materials as received unless otherwise authorized by the lender.

Incoming loans shall be insured by The DGCAC, by the lender, or a waiver of insurance will be obtained. Values must be in line with the fair market value wherever possible. If the gallery is to insure the items, they will be insured both to and from the center as well as while they are in the custody of the center. Prior to receiving an incoming loan, the description of the objects to be loaned and their appraisals must be sent to the Office of Risk Management, City of Newport News, to obtain proper insurance coverage. If the lender wishes to maintain his/her own insurance, the center must be supplied with a certificate of insurance. It is understood that the lender thus releases the center of any liability for the loaned property.

Unless it is otherwise agreed, the DGCAC assumes the right to photograph objects for purposes of publication, education, and publicity.

If the lender cannot be contacted at the termination of the loan, the objects will be placed in storage for a period of 90 days. If the items are not claimed at the end of the 90 day period, the museum assumes full title to the objects and will dispose of them according to the museum's needs.

The Newport News Community Gallery

INCOMING LOAN FORM

Date _____

Record of Loan of property to the Downing-Gross Cultural Arts Center

Artist Name _____

Address _____

Telephone _____

DESCRIPTION OF LOAN

Name of Art	Art Description/Condition	Value
-------------	---------------------------	-------

Museum records show that the property listed above is in the Downing-Gross Cultural Art Center's custody for the purpose of _____ Community Artist Gallery- November 2010 _____.

This loan begins on _____ and expires on _____. It shall be acknowledged by the signatures below that both parties agree to the conditions on the reverse side.

Museum Administrator _____ Date _____

Lender _____ Date _____

Returned _____ Page _____ of _____