

**Harwood Art Center Gallery Proposal**  
**DEADLINES: January 2, April 2, July 1, October 1**



Proposals must be received at Harwood on or before the deadline; proposals are accepted year round, but are reviewed only on this quarterly schedule, by the exhibition committee. Artists will be contacted regarding exhibition selection within 4 weeks of the deadline. **Once you have exhibited at Harwood, we ask that you wait 18 months before applying again.**

Artist Name(s) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Address/City/State/ZipCode \_\_\_\_\_

Has this work been shown in Albuquerque before? When and Where? \_\_\_\_\_

Were you referred? By Whom? \_\_\_\_\_

Gallery Requested:      Main              Front              Either

Is your show date sensitive? \_\_\_\_\_

**Checklist. All proposals must include the following:**

\_\_\_ **A completed gallery proposal form**

\_\_\_ **A BRIEF statement** by the artist about the subject of the work and proposed exhibition.

\_\_\_ **Images (CD's of digital files preferred):** For group shows of more than 2 people, 3-5 images each representative of the work intended for exhibition; for solo or 2 person shows, submit 10 images each, representative of the work intended for exhibition. Please do not submit work that has already been exhibited at Harwood.

\_\_\_ **Image List:** should include title, medium, dimensions and year. Please be sure to name your files to correspond with your image list, since they are often viewed out of order.

\_\_\_ **S.A.S.E.** with adequate postage for return of materials, if you want them back.

Send proposals to: Harwood Art Center, ATTN: Galleries  
1114 Seventh St NW  
Albuquerque, NM 87102

## HARWOOD MAIN & FRONT GALLERIES

Harwood has two galleries available for individual or group exhibitions, which require a proposal for review by Harwood's exhibition committee. This committee is comprised of Harwood staff. All exhibitors pay a gallery usage fee.

**Main Gallery:** approximately 13' x 38' x 12 ft. ceiling  
**\$225** (\$200 for students, Harwood artists, and Harwood members)

The main gallery is located on the first floor, and can be locked. It is a formal gallery setting, with track lighting, tall west windows with beautiful light, and white window shades. It is a wheelchair accessible space, by way of a ramp at the front door of the building.

**Front Gallery:** approximately 13' x 16' x 12 ft. ceiling  
**\$185** (\$160 for students, Harwood artists, and Harwood members)

This gallery is located on the first floor directly inside the main entrance. It is smaller and more intimate, with tall west windows, track lighting, and a locking door. The South gallery is suitable for installations and small to mid-sized work, and is also wheelchair accessible.

All exhibitors will be given a front door and gallery key for installation. **A \$20 key deposit is required in advance.** Harwood reserves the right to request a damage deposit, if artist proposes major changes to the gallery.

**GALLERY HOURS.** Harwood's gallery hours are 10-4, Monday through Friday, 6-8 the third Friday of the month. You are welcome to arrange your own visits by appointment.

**SECURITY.** No insurance or security is provided with gallery space rentals. There are security cameras present in the first floor galleries and hallway. Harwood can provide a limited number of security hangers, please ask when you speak with Darby. Harwood hires a security guard for the night of the scheduled reception; if you have a separate gallery talk or a closing reception, you will need to arrange for security. Those details can be arranged with Kathy Meidell.

**HANGING INSTRUCTIONS.** You will need to call our gallery manager, Darby Photos, to schedule an appointment for approximately two weeks prior to your exhibition. At this meeting you will go over the details of installation and de-installation as well as pick-up keys, go over your gallery contract, and receive additional instructions. You can discuss any concerns you have at that time. Harwood has a very small staff and is unable to assist with the installation of your show; please make arrangements if you need help. Please, no hammering after 10 pm!

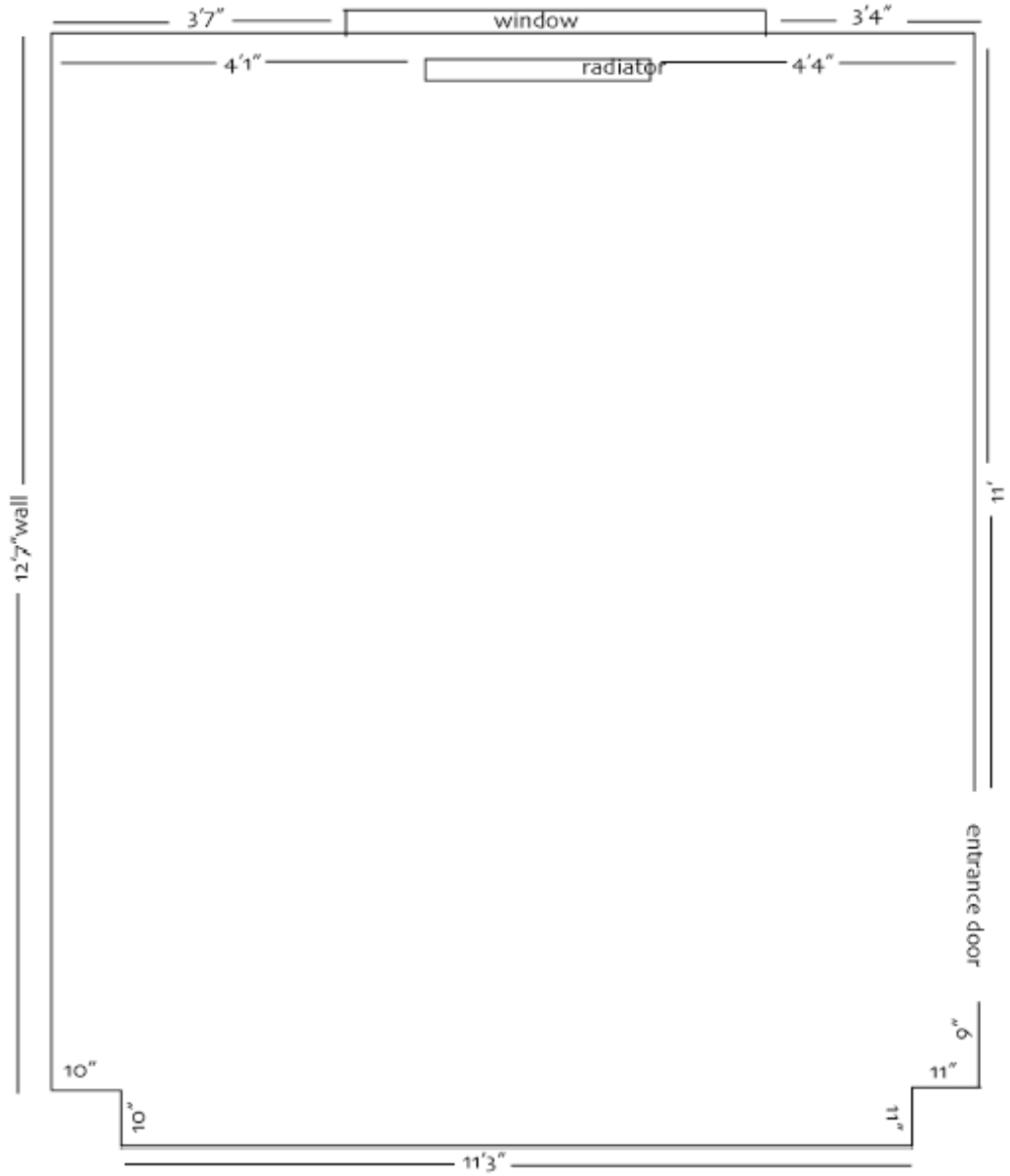
**SIGNAGE.** Please consider how you will indicate your name and the show's title outside of the gallery.

**RECEPTION.** When we discuss the information for the newsletter, we will set the reception date. We schedule one reception date for each month in order to maximize coverage and attendance. You are responsible for providing refreshments, as well as for cleaning up after the reception and taking garbage to the dumpster in the north parking lot. You should be present at least one half hour before the reception, and be prepared to lock up the gallery following the opening.

**SALES.** We are happy to facilitate sales by holding checks for you, or passing buyer information on to you. If you want to be able to make credit card sales, we take a commission of 25%.

**Newsletter Listings and Show Promotion** All accepted proposals are listed in the Harwood newsletter. This listing includes the show title, dates, description and an image. **Our newsletter goes to print one to six months before exhibition dates. We will be asking you for your information well in advance!** The Harwood Newsletter is direct mailed to over 7,000 addresses and press contacts, and is widely distributed in the Albuquerque area. Exhibition announcements are optional, but encouraged. We can provide one-time use mailing lists for those interested in sending announcements to a targeted audience, for a small fee. Also at your request, Harwood can provide you with a complete press list. We recommend that you publicize your show; we do send press info out for all first floor gallery exhibits, but more is always better.

# Front Gallery First Floor





# Harwood Main Gallery Floor Plan

12' ceiling

