



Artist Exhibition Checklist

- Fill out the Gallery Application listed under "Artist Opportunities" on moseslakemuseum.com.
- Send Gallery Application to the Artistic Coordinator, and they will help you select dates for your exhibition.
- The Artistic Coordinator will send you some documents, including an Inventory List. You can return these physically or digitally via email.
- Double check that you have the appropriate amount of artwork to fill the gallery, and that each frame has a label and wire installed on the back.
- If you have a chance to visit our space before your exhibition, it can help give you a feel for what your show will look like. This is not required.
- Let us know if you are interested in doing anything extra such as lectures, workshops, or a gallery tour.

Our Artistic Coordinator:

Angela Hunt

ahunt@cityofml.com

(509) 764-3822

Please complete this checklist before you deliver your artwork to the Museum. This will help your exhibition run as smoothly as possible!





Frequently Asked Questions

Q: Can I sell my art during my exhibition?

A: You get to decide whether or not to sell your artwork during your exhibition. If you do not wish to sell your art, we will mark it as "NFS" (Not For Sale). Keep in mind when making your decision that the Museum takes a 30% commission towards all sales.

Q: How many pieces should I submit?

A: This depends on how big your artwork is. We have over 100 feet of gallery wall space. We normally recommend a range of between 30-50 pieces for a Main Gallery show. If you are using the Community Gallery, then we recommend 12-15 pieces. This is where visiting the gallery could help you get an idea of how much art to bring. If you have a specific order you want to hang your work in, just let us know and we will accommodate you.

Q: What kind of publicity will I get?

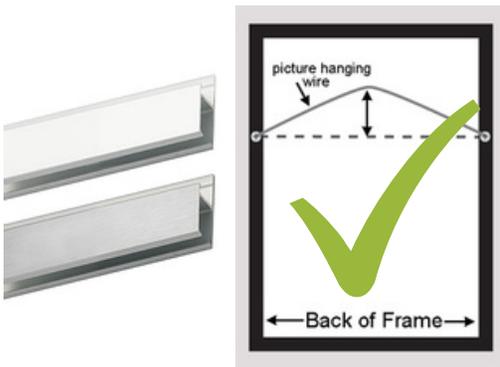
A: Feel free to share your social media handles with us, and we will include them in your show. We also print out postcard invitations that are sent out to all our museum members. If you would like any invitations to hand out yourself, we will supply you some for free. Your show will be advertised on the Museum's social media pages and possibly covered by the newspaper and radio.

Q: Will there be an opening reception?

A: Every Main Gallery exhibition has its own opening reception. These are regularly scheduled to last from 4:00 pm until 7:00 pm. During this time, the public is free to attend, admire the artwork, and mingle. There is free food and drinks, and often we have a speaker give a lecture in our Civic Center Auditorium. If you decide to attend, we may give you a name tag so others can congratulate you on your work.

Our gallery track system.

Our gallery track system allows us a maximum variety of hanging arrangements from traditional gallery rows to salon-style stacked installations - the hanging system is intended to minimize installation time and damage to the gallery walls. To learn more about our gallery track visit www.ashanging.com. The main wall is equipped with the Classic System, the pods are equipped with the Click Rail System. More details are outlined in the Gallery Diagram document on our website.



Our Classic System is used to hang your artwork. This way, we do not have to put nails in our walls.



Please put a wire on the back of your artwork. If you use French cleats, we will **not** hang your art on our walls!

We also have a limited number of pedestals that are varied heights which can display sculptures or 3D artwork.



(Artwork courtesy of Koray Lynx, Michelle Fortier and Maria Rueda.)

