



## ALL HUNG 2015 DELIVERY INSTRUCTIONS

### ARTWORK DROP OFF

Artwork must be inspired by the theme “Gratitude” and delivered in person to Montpelier Arts Center on Wednesday, **November 4, 2015, 10 am–8 pm**, with the accompanying Drop Off/Pick Up Release Form appropriately completed. Artists (or their assigned designee) are solely responsible for transporting work to and from Montpelier Arts Center. There is no hanging fee, however, we request that you bring five canned goods to be donated to a local food pantry in exchange for this opportunity. All artwork should be for sale and not previously shown at Montpelier Arts Center.

Any work using materials that are hazardous to the health and safety of the public will not be hung. Unstable frames or clips are not permitted, and work that is not gallery-ready will not be hung. Outside dimensions must not exceed 36 inches in any direction and should not weigh more than 25 lbs. Artwork must be ready to display and appropriately matted, framed, and wired for exhibition. Works on canvas do not need to be framed, but should be properly wired and sides should be clear of staples. Wall-mounted sculpture should be in a shadowbox frame or equivalent. All work will remain in the exhibition at Montpelier Arts Center for the entire duration of the show.

### ARTWORK PICK UP

Artwork not sold can be retrieved from Montpelier Arts Center on Sunday, December 27, 5-6 pm, and Monday–Wednesday, December 28–30, 9 am-9 pm. If you are unable to pick up during these times, you may assign a designee. Artwork not retrieved by 9 pm on December 30, 2015 is subject to a late fee of \$5 per day that it is stored at Montpelier Arts Center, excluding January 1, 2016 as the Arts Center will be closed. Work may be discarded at the discretion of Montpelier staff if not picked up within 30 days of the official pick up date.

### ELIGIBILITY

Open to all artists ages 18 & older. M-NCPPC employees are not eligible to participate.

### SALES + INSURANCE

The Maryland-National Capital Park & Planning Commission (M-NCPPC) will retain 25% commission on all artwork sold during, or as a result of, the exhibition.

The M-NCPPC will insure all consigned artwork in the custody of the Montpelier Arts Center from official delivery dates to pick up dates only. Montpelier Arts Center will not be held responsible for any loss or damage to any artwork outside of official delivery and pick up dates. Submission of work to the All Hung Exhibition indicates agreement with the stated conditions.

### EXHIBITION SCHEDULE

<i>Delivery of Artwork</i>	<i>Wednesday, November 4, 2015, 10 am–8 pm</i>
<i>Exhibition Dates</i>	<i>November 7–December 27, 2015, 10 am–5 pm</i>
<i>Reception</i>	<i>Sunday, December 6, 2015, 2–4 pm</i>
<i>Pick up of Artwork</i>	<i>Sunday, December 27, 5-6 pm, and Monday–Wednesday, December 28–30, 9 am-9 pm</i>

Gallery Hours:  
10 am – 5 pm  
7 days a week



# MONTPELIER ARTS CENTER

9652 Muirkirk Road  
Laurel, Maryland 20708  
montpelier.arts@pgparks.com  
arts.pgparks.com

301/377-7800  
410/792-0664  
301/699-2544 (TTY)

## DROP OFF/PICK UP RELEASE FORM

### DROP OFF

Check boxes below:

- ☐ I left artwork (or other items) listed below at the Montpelier Arts Center.
- ☐ I have read and understood the attached Delivery Instructions and agree to all conditions stated therein.

*artist last name* *first name* *phone number*

*address*

*town/city* *state* *zip code*

*email address*

Title of Work	Dimensions	Insurance Value (25% less selling price)
	Medium	Price

*signature* *date*

- ☐ I will be unable to pick up my artwork between December 27–30, 2015 and have assigned \_\_\_\_\_  
as my designee. *name*

### PICK UP

Check box below:

- ☐ I/\_\_\_\_\_ picked up my work, listed above, from Montpelier Arts Center.  
*assigned designee*

*signature (sign only when picking work up)* *date*