



# March Madness “Pop-Up Show”

## Monthly “Pop-Up Show” Call for Art

Submission deadline: **Monday, February 25, 2019**

The Sonoran Arts League is proud to request up to five (5) pieces of artwork, from artist members and students who have creative work in all mediums. *This month’s theme is “March Madness” (spring time, landscapes, sports, what’s in your backyard in the spring, etc.)* for our monthly **Pop-Up Show at the Center for the Arts**.

**NEW FOR THIS ROTATION** we have added a “Youth Art Exhibit” for Grades 5 – 12

This monthly “Pop-Up Show” will run from March 4-April 1, 2019. The show is open to Sonoran Arts League members only and all artwork must be for sale.

**Show Overview:** The show is open to artists working in a variety of techniques (2-D and 3-D, including jewelry, photography, sculptures, mixed media, etc.).

The Sonoran Arts League will be provide gallery space from March 4 – April 1, 2019.

## HOW TO SUBMIT

**ALL Submissions are online:** Your submission must be made online through the Sonoran Arts League website ([www.sonoranartsleague.org](http://www.sonoranartsleague.org)). Click on League event calendar to submit for this rotation.

**Prior to submitting, please make sure you have completed the attached “Artwork Description Contract”, all artwork photographs are ready to be uploaded and your artwork “Gallery Title Card” information is complete (step 1 – 2 - 3 below).** If you need assistance submitting your artwork to be juried, please contact the Sonoran Arts League office at 480-575-6624 to schedule a submission appointment.

**Prepare for your online submission by following the steps below.**

### Step 1 = Complete the attached “Artwork Description Contract”

The “Artwork Description Contract” is attached to the last page. **Please complete this form in its entirety and be accurate!** (pricing, dimensions, artwork title, etc ). You should use this form to complete your online submission and **keep a copy for your records**. Remember, the details from this form and what you submit on-line should always match. The system will not allow you to go back and view or make changes. Be prepared up front and always keep copies as a reference.

## Step 2 = Photos of your artwork - quality jpg photos and titled appropriately

The online submittal system requires digital photographs (jpg) of your artwork to be uploaded onto the website. The digital photos of the artwork must meet the following guidelines and must be an accurate representation of the work:

- The filename of each photo should be: the artist name and the title of the artwork
- Photos should be in **jpg format, in order to upload online**
- The file size for each photo should be less than 2MB. This can usually be accomplished most easily by resizing your photo so that the longest side is 6 inches or less

Once you have uploaded your submission photo, the system will ask you to identify your artwork "Title Card" information (step 3 below). Please keep track of what you have submitted. **Once the information is uploaded, you will not be able to return and verify your submission.**

## Step 3 = Completing your Artwork Title Cards for each uploaded photo

Take the information from your "Artwork Description Contract" and enter into the system after each upload.

- Artwork Title (*please limit the title to 1-5 words*)
- Artist Name
- Medium (*please limit medium to 1-5 words*)
- Dimensions in inches only and please use whole numbers
  1. **Enter the height X width X depth, as either 18 x 24 or 18 x 24 x 2. Do not include inches**
  2. **Only provide the final size, do not include framed and unframed sizes**
- Price of your artwork without commas or \$ symbol
  1. **Enter numbers only 1200.00 or 1200 DO NOT USE COMMAS OR DOLLAR SIGN! - THIS WILL CREATE ERRORS IN THE SYSTEM.**

Please remember, once the information has been entered, the system will not allow you to view or make changes. The following information about each digital submission must be complete and entered into the system at the time of upload.

## ARTIST PROFILE UPDATE - & - ARTIST GALLERY BOOK

**It is the responsibility of, the artist, to update their own "artist profile page" on the League website.** Be sure to update the League website with the following:

- Artist Bio (*one to three paragraphs*) & Artist Statement (*one to three paragraphs*)
- Photo of you, the artist creating art (*title the photo with your name*)
- Update or verification your Artist Contact Information (*name, address, email, phone, website*)
- *For those artists who need assistance, please schedule an appointment with the League office.*

**The "Pop-Up Shows" will have an "Artist Book" on display at the Center for the Arts for additional promotional material about the artists in the show.** During artwork drop-off day, participating artists may turn in a (one page 8 & ½ x 11, color insert) about themselves consisting of: artist bio, a short statement that "expresses the meaning of the submitted work" in the show, artist contact information, website, additional mediums, etc. A three ring binder called "Artist Bio Book" will be on display for visitor viewing.

Additional display material of the artists. All participating artists may bring a business card holder and business cards to be on display during the show. It is the responsibility of the artist to keep this stocked. No postcards or flyers will be allowed due to space restrictions.

## SHOW DETAILS

Upon acceptance of your submission, we will forward you an Artist's Submission Contract and Loan Agreement via email. This completed paperwork must accompany your artwork on Monday, June 25, 2018 during "Artwork Drop Off" from 8:00 a.m. to 12:00 p.m.

### Show Fees:

The artist fee for the "**March Madness**" Show at the Center for the Arts is:

- \$30 for **ADULT** League Members
- \$10 for **YOUTH** League Members

*There will be a 25% commission fee for the sale of each art piece.*

**General Requirements for Artwork Installation:** Your art must arrive in "gallery ready" condition either professionally framed using wire, (no saw tooth hangers) or on a professionally finished gallery-wrapped canvas (neat staple free sides). D-rings or screw eyes and wire for paintings, photography, prints, etc. (French cleat are OK). Each piece of artwork must have a gallery title card on the back or bottom. No filament fishing line is acceptable, all mounting systems must be strong enough to support the weight of the artwork. For 2D artwork on canvases, artwork must be gallery wrapped or framed. For wall-mounted sculpture, if you require a system other than a standard picture hanger, the artist must provide the hanging system and must either mount the piece and/or supervise the hanging process. If you need help with your submission, call the office 480-575-6624.

The Center for the Arts is a multi-use venue hosting programs, workshops, meetings and special events. Artwork will be hung and displayed around the perimeter walls utilizing a "Walker Hanging System" for most 2-D art. Jewelry, sculptures, and other 3-D artwork will be displayed on black pedestal boxes and other cases and cabinets. Artists may be asked to bring additional display materials, depending on the type of artwork.

**Volunteering & Show Hours:** The Center for the Arts is opening Monday through Friday, typically 9:00 am to 4:00 pm and closed on the weekend. During key times of the year and special events held in the courtyard at Stagecoach Village, the "Pop-Up Show" committee and artists may choose to keep the Center open during the weekends. This is done with the support of volunteer artists in the show. It is not mandatory to do volunteer support hours, however it may be encouraged.

During "Artwork Drop-Off Day" on Monday, March 4– a committee member will have a sign-up sheet for volunteer opportunities, including the **Opening Reception party on Friday, March 8.**

# March Madness Show

## Artwork LOAN AGREEMENT

March 4 – April 1, 2019

Sonoran Arts League Center for the Arts  
7100 E. Cave Creek Road, Suite 143 & 144, Cave Creek, AZ 85331

**LOCATION:** Delivery and Pickup Artwork at the Sonoran Arts League Center for the Arts, 7100 E. Cave Creek Road (Suites 143-144), Cave Creek, AZ 85331

**GENERAL:** Objects on exhibit and for sale at the SONORAN ARTS LEAGUE CENTER FOR THE ARTS shall remain in their possession during the time specified on the face of this loan agreement. SONORAN ARTS LEAGUE reserves the right to sell, withdraw or relocate the object(s) at any time. Delivery and return responsibilities and cost will be borne by the Lender. Unless otherwise noted in writing, SONORAN ARTS LEAGUE has the right to photograph or have reproduced the object(s) on loan for publicity, brochure and educational purposes.

**CARE:** The LENDER certifies that the condition of the loan object(s) as stated in this agreement is accurate and that the loan object(s) will withstand the ordinary strains of handling and installation. **The LENDER is responsible for delivery and return of all art works; along with all the appropriate insurance.**

**COPYRIGHT:** SONORAN ARTS LEAGUE cannot guarantee that the LENDER's work(s) will be adequately protected under the copyright law, unless the LENDER has taken the steps to copyright the work.

**WAIVER AND ASSUMPTION OF RISK:** The LENDER specifically waives any liability or claims arising as a result of participating in this SONORAN ARTS LEAGUE SHOW. The liability for any personal injury or damage to, loss of or any other type of damage to the LENDER's work shall be the sole responsibility of the LENDER.

**AGREEMENT:** This agreement is effective between SONORAN ARTS LEAGUE and the participating LENDER.

**PERMISSION TO EXHIBIT:** SONORAN ARTS LEAGUE authorizes permission for LENDER to exhibit for sale the work(s) listed in the Artwork Loan Receipt/Agreement.

**INSTALLATION AND REMOVAL:** LENDER agrees to deliver and to remove the work(s) on the assigned dates. Once your artwork is accepted there will be NO substitutions and your work must remain in the Center for the Arts through the end of the show or until it sells. With the sale of your artwork you will be allowed to bring in new artwork as approved by the League office as replacement for the original submission.

**PRICING:** LENDER shall set the retail price of his/her work.

**SALES TAX:** SONORAN ARTS LEAGUE will collect and be responsible for sales tax.

**SALES:** All work is available for sale while on exhibit at the price indicated by the LENDER as displayed.

**ART SALES:** Purchaser will make payment to the SONORAN ARTS LEAGUE and may take their purchase at point of sale.

**NOTIFICATION OF SALE:** SONORAN ARTS LEAGUE will notify the LENDER after a sale of a piece of artwork and specify the artist, title of the work and the sales price. **REPLACEMENT OF SOLD ART:** The LENDER will be responsible for the replacement of sold art.

**COMMISSION ON SALES: ART SALES:** SONORAN ARTS LEAGUE shall receive a commission of twenty-five percent (25%) of the sale price and credit card fees.

**ARTIST ENTRY FEES:** “\$30.00 for adults and \$10 for youth (no refunds) for submitting up to five pieces of art”. Payment can be made on the League’s website in the Member Area ‘Online Store’ or by check mailed or delivered to the League office. (PO Box 1689, Cave Creek AZ 85327).

**PAYMENT TO ARTIST:** SONORAN ARTS LEAGUE will make payment of the sale price less the commission (25%) of all sold artwork directly to the artist. If work is purchased by credit card, that charge will be deducted from the payment to the artist. Checks will be available 10 days following the close of the show.

**RETURN OF LOAN ITEMS:** Specific decisions regarding an extension of the loan will be made by the SONORAN ARTS LEAGUE in advance of the expiration of this agreement. Without a mutually agreed upon extension, the return of the work(s) will be expected on the date indicated on the front of this agreement. Upon expiration of the loan, the 'un-sold' work(s) will be released to the LENDER or duly authorized agent or representative. The SONORAN ARTS LEAGUE expects that the LENDER or LENDER’S representative will pick up the artwork on the date and time and at the location specified by the League's committee for this exhibit. If SONORAN ARTS LEAGUE is unable to contact the LENDER, and no special arrangements have been made for the return of the loan, the work(s) may be placed in storage at the LENDER'S risk and expense. It is the responsibility of the LENDER to keep SONORAN ARTS LEAGUE informed of any change of address or phone number.

**KEY DATES FOR THIS ROTATION: The following are key dates to mark on your calendars:**

**Show Dates:** March 4 – April 1, 2019  
**Submission Deadline:** February 25, 2019  
**Jury Day & Notification:** February 26, 2019  
**Artwork Drop Off:** March 4, 2019 (8:00 a.m. to 12:00 p.m.)  
**Opening Reception:** March 8, 2019 (4:00 p.m. – 7:00 p.m.)  
**Artwork Pickup:** April 1, 2019 (8:00 a.m. to 1:00 p.m.)  
**Show Days and Hours:** Monday through Friday, 9:00 a.m. to 4:00 p.m.  
*(the show may choose to be open on the weekends with the support of volunteer artists)  
If you would like to volunteer for a Saturday or Sunday, please contact the League at 480-575-6624.*

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**I HAVE READ AND AGREE TO THE CONDITIONS AS STATED ON THIS ARTWORK LOAN RECEIPT / AGREEMENT**  
Failure to comply with these conditions may result in a Sonoran Arts League Board of Directors review.

**LENDER (or representative)**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# March Madness Show

## Artwork DESCRIPTION CONTRACT

**March 4 – April 1, 2019**

Sonoran Arts League Center for the Arts  
7100 E. Cave Creek Road, Suite 143 & 144, Cave Creek, AZ 85331

LENDER/ARTIST: \_\_\_\_\_ PHONE(s): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CHECK LIST: check each box upon verification and completion**

- I am an **ADULT Artist**                                       I am a **YOUTH Artist**
- I HAVE verified All submitted artwork is GALLERY READY (no saw tooth hangers)
- I HAVE attached to my artwork a " title card" (artist name, title, media, dimensions, phone number and price).

	TITLE of ARTWORK	MEDIUM	DIMS	ORIGINAL / GICLE / EDITiam ON #	DISPLAYED (i.e. pedestal, wall, etc)	PRICE	(staff use only)
1							
2							
3							
4							
5							

**GENERAL:** Objects on loan to the SONORAN ARTS LEAGUE shall remain in their possession during the time specified for the exhibit as noted on the **Art Description Contract** for the exhibit. SONORAN ARTS LEAGUE reserves the right to withdraw or relocate the loaned object(s) at any time. Delivery and return responsibilities and cost will be borne by the LENDER. Unless otherwise noted in writing, SONORAN ARTS LEAGUE has the right to photograph or have reproduced the object(s) on loan for publicity, brochure, and educational purposes. **CARE:** The LENDER certifies that the condition of the loan object(s) as stated in the **Art Description Contract** is accurate and that the loan object(s) will withstand ordinary strains of hanging and installation. The LENDER is responsible for delivery and return of all art works. **WAIVER AND ASSUMPTION OF RISK:** The LENDER specifically waives any liability or claims arising as a result of participating in SONORAN ARTS LEAGUE and agrees to carry all appropriate insurance. The liability for any personal injury or damage to, loss of, or any other type of damage to the LENDER’s work shall be the sole responsibility of the LENDER. If the LENDER fails to pick up their artwork within 20 days following the closing date of the show, the artwork will be forfeited to the Sonoran Arts League.

**ARTIST SIGNATURE:** \_\_\_\_\_

**IN DATE:** \_\_\_\_\_

**I HEREBY CERTIFY THAT THE ABOVE LOANED ITEMS HAVE BEEN RETURNED IN ACCEPTABLE CONDITION**

**SIGNATURE of LENDER (or representative):** \_\_\_\_\_

**OUT DATE:** \_\_\_\_\_

**LOAN RETURNED by (volunteer name):** \_\_\_\_\_

**OUT DATE:** \_\_\_\_\_