



# abecedarian gallery

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rental information &  
submission guidelines  
**Main Gallery**

Abecedarian Gallery is located in Denver, CO. The gallery presents local & national artists working across multiple disciplines with an emphasis on contemporary book arts, works on paper, assemblage & collage. It is in the heart of Denver's Art District on Santa Fe.

## **The Main Gallery**

is approximately 500 square feet with several moveable walls that increase/decrease the running wall space depending on gallery configuration.

## **Cost to Artists\***

There is no cost for image submission.

Main gallery rental fees are \$150 per week. Minimum rental period is 4 weeks. This rental includes gallery staffing during regular gallery hours (including First & Third Friday events), online publicity, handling of all sales, access to the gallery for installation at least one day prior to rental period, access to the gallery for de-installation at least one day after rental period, gallery director/intern assistance with install/de-install.

## **Sales**

Exhibited work need not be for sale. Work is sold on consignment. The commission to the gallery is 20% for artists who hand deliver and assist with installation, 40% for artists shipping work. Sale proceeds will be paid to the artist within 30 days of the close of the show or within 30 days of payment to the gallery by purchaser.

## **Responsibility for Loss or Damage**

Abecedarian Gallery recommends that you insure your pieces for the entire time they are out of your studio. Abecedarian will insure all artwork for the duration of the exhibit including pre-hanging and post exhibit packing with certain limitations. Individual works are insured for 50% of their retail value (up to \$2000 retail value) in the event of damage beyond exhibition wear and tear, loss or theft. In the event of loss, damage or theft, the artist will be required to provide documentation confirming the value of the work and the extent of the claim.

## **Publicity**

Press kits will be sent to local & regional media. Online announcements will be made to online sites & list serves. The exhibit will be announced in the gallery's newsletter, website & blog. It is understood that any images of artwork

in this exhibition, whether provided by the artist or by the gallery, may be used for online & print promotions and publications.

## **Submissions**

Submissions are reviewed as slots are available throughout the year. This process can take several months.

## **Submission Guidelines**

Send 10-15 jpeg images of 5-10 pieces Send only gallery quality images (300dpi, ca.4x5 inches)

without background clutter or descriptive text.

If your work is accepted for exhibition, the images you send will be used for print & digital publicity.

Include a corresponding list (word/rtf/xcel doc) of the works giving dimensions, medium & retail price; a resume (pdf or word), artist's statement & contact information.

If your work is accepted the text you send will be used for publicity etc. Be sure it is edited & proofed.

Label each image file with artists' last name, title of piece, with a letter or number as needed.

Title files with artists' last name + description, such as lastname statement, lastname resume

For environmental reasons, I prefer works be submitted via email. Compress files before sending. Send the files to alicia@abecedariangallery.com with subject line 'gallery rental'.

I will accept CD's sent to Abecedarian, 910

Santa Fe #101, Denver, CO 80204

CD's will not be returned.

\*Additional charges for printed postcards, an online or printed catalog, reception costs outside staffing can be negotiated.

Please contact me if you have further questions about the gallery or this process.  
alicia@abecedariangallery.com