

## **ACAAC Exhibit Terms of Entry**

### **Eligibility**

Open to all artists over the age of 18 residing in Anne Arundel County. Entries must be original works in any two dimensional media following the guidelines below.

### **Size Limitations**

Without exception, outside dimensions may not exceed 40" high by 72" wide. Works that exceed these measurements will be disqualified.

### **Entry Fee**

A non-refundable fee of \$20 per entry for up to 3 works. Payment(s) can be made through PayPal using a credit card or a PayPal account through the payment button on the online entry form. Checks payable to the *Arts Council of Anne Arundel County (ACAAC)* may be mailed to 2666 Riva Road, Suite 150, Annapolis, MD 21401. Unpaid entries will be disqualified. All fees must be paid by the close of submission. All returned checks will be assessed a \$30 processing fee.

### **Submission Format**

Submissions are online only. Apply using the link at the bottom of this page and creating an account. Submit one (1) JPEG image of each work, using the online entry form. Please refer to the "JPEG Guidelines" link on the entry page. By submitting an entry, the Artist grants permission for the ACAAC to retain any accepted image and to photograph the works at the sole discretion of the ACAAC for any non-commercial future use, including, but not limited to, promotional materials and the exhibition web site. Image will include attribution wherever possible.

### **Selection**

Juror selection will be made from the online JPEG images only. The ACAAC reserves the right to reject delivered works selected for the exhibit that differ significantly from the JPEG images, or that exceed size limitations. All notifications to artists will be by e-mail. Please be sure to submit a valid email address.

## **Notification**

Artist notifications are sent by email with delivery instructions included for exhibiting Artists. Please be sure to submit a valid email address.

## **Exhibit Delivery Instructions**

Local artists may ship or hand-deliver their work to the Arts Council, between 10:00am – 4:00pm, Monday - Wednesday the week of the first day of the exhibit. The ACAAC is located at 2666 Riva Road, Suite 150, Annapolis, MD 21401. Please call (410) 222-7949 or email [info@acaac.org](mailto:info@acaac.org) if you have questions.

## **Exhibition Readiness**

No clip frames or taped edges will be accepted. Work must be presented in a manner appropriate to the artwork and shall NOT BE WIRED for hanging. Small holes will be drilled in wooden frames and stretched canvases in order to accommodate the locking device. Metal frames need no drilling. Weight cannot exceed 60 pounds. Work cannot be withdrawn before the end of the exhibit.

## **Insurance and Liability**

Artwork will be handled with all possible care. The ACAAC will not be responsible or liable for loss or damage in any case whatsoever. Entering this exhibition shall constitute understanding and agreement on the part of the artist. Insurance, if desired, must be carried by the Artist.

## **Hold Harmless**

The Artist specifically agrees to indemnify and hold harmless the ACAAC and its directors, officers, volunteers and employees from and against all claims, actions, losses, damages, or liabilities arising from the exhibit, sale and shipping of the purchased artwork. The intention to indemnify and hold harmless the ACAAC shall include attorney fees and expenses.

## **Return of Artwork**

All artwork must be picked up by the Artists or other persons as specified by the Artist. Artwork shall be picked up at the ACAAC office, located at 2666 Riva Road, Suite 150, Annapolis, MD 21401 between 1:00pm – 4:00pm on the designated pickup date. Any artwork picked up late is subject to a \$15 per day storage fee. Please call (410) 222-7949 or email [info@acaac.org](mailto:info@acaac.org) if you have questions.

### **Sale of Artwork During the Exhibit (*Online Gallery*)**

All works for sale should be noted by supplying a *price*, when completing the entry form. If the artwork is not for sale, do not enter a *price*. If a *price* is entered a shipping & handling (S&H) price should also be entered. The ship to address will be unknown until the piece is purchased, therefore the Artist is advised the listed S&H cost may be greater or less than the actual shipping cost. The Purchaser is advised that the shipping region, for purchases from this gallery, is limited to the 48 contiguous U.S. States.

The Purchaser will have the option to pick-up any artwork listed for sale, foregoing S&H. The purchaser is advised the pick-up area will be in Anne Arundel County.

The Artist is responsible for picking up the sold artwork at the close of the exhibit and delivering or shipping it to the Purchaser. The Artists will be notified by e-mail when his/her artwork has been sold.

The ACAAC will retain a 10% commission from the final sale to cover processing fees. The online sales gallery will be maintained throughout the exhibit. Sold artwork must remain in the exhibit until the exhibit concludes. All sales through the ACAAC are final. Returns and damaged items, shall be handled by the Artist.