



Open Space Gallery | Submission Requirements

All Submissions to Open Space Gallery should include the following:

Written Proposal Outlining Specifics of Exhibition

- Type (i.e. specify media, 2D, 3D, installation, etc)
- Content (i.e. themes of the work)
- Resume of participating artist/s, or, a statement describing the institution, organization or curator who wishes to assume curatorial responsibility.

Examples of Work

- 5 – 10 images on CD formatted as jpg, pdf, or tiff files. (Do not send originals of any work.)
- Title list with artist name[s], including title, date, materials.

Projected Date of Exhibit

- Please provide the optimal month of exhibition with two secondary choices.

Proposed Budget

- Outline of income and expenses.

Completed Submission Form

SASE with appropriate postage if you wish to have materials returned.

Submissions are accepted on a first-come, first-serve basis, with priority given to educational organizations. Considerations are given to need, and ability to execute proposed exhibits.



Open Space Gallery | Information

Gallery Description

- **Location:** Second floor of Portland Art Center, 32 NW 5th Avenue, Portland, OR 97209.
- **Area:** The gallery is a flexible space that can exist as one area totaling 2500 square feet, or two areas each measuring 1250 square feet.
- **Ceiling Height:** 10 feet.
- **Access:** The gallery is accessible via stairs from the main gallery and via an elevator.

Fees

- Available to rent for one month, for the sole use as an art exhibition space.
- Fee for 1250 square feet: \$1000
- Fee for 2500 square feet: \$2000
- \$250 deposit is required immediately upon acceptance of submission.
- Deposit is non-refundable within 30 days of the exhibition.
- All exhibits open on First Thursday, and close on the last Saturday of each month.

Guidelines

- Renter will have a minimum of 48 hours to install exhibition.
- Exhibition must be de-installed within 24 hours of the end of the exhibition to be determined by the contract terms. A fee of \$100 will be assessed for each day the exhibition remains installed after the contract expires.
- If Portland Art Center handles any sales, it assumes 10% of each sale for processing fees.
- Renter is free to have art openings within the gallery space however, any art opening outside of regular gallery hours (Wednesdays – Sundays, Noon – 6pm), or First Thursday requires the presence of a Portland Art Center representative and the renter will pay a \$50 fee for each four-hour time increment.
- Any changes to the space must be approved by Portland Art Center.
- Portland Art Center has the right to cancel an exhibition at its discretion without refunding the exhibition fees or deposit.



Open Space Gallery | Responsibilities

Portland Art Center Responsibilities

- PR on the website and via mass email.
- An attendant during open hours.
- Proper insurance coverage of artwork and events within reason. (Insurance agreement provided upon acceptance.)
- Beer and wine license as needed.

Artist/Curator Responsibilities

- Installation of exhibition. (Any changes made to space other than nail holes in the wall need to be approved by PAC representative.)
- Any other PR (i.e. postcards, press release)
- All labeling of art works and posters.
- Any and all damages to gallery during the run of the exhibition. Gallery must return to the condition prior to rental.



Open Space Gallery | Submission Form

Name

Address

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E-Mail

Telephone

Proposed Dates **1st Choice**

2nd Choice

3rd Choice

Please fill in if applicable:

Organization

Curator

Participating Artists

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Checklist

- Written proposal
- Resume or statement
- Examples of work on CD
- Proposed budget
- SASE

Send materials to: **Portland Art Center**
Open Space Gallery
32 NW 5th Avenue
Portland, OR 97209