

# The Galleries

At The Cultural Center  
of Cape Cod

## SUBMISSION REQUIREMENTS

Artists must submit samples of their work before gallery bookings can be finalized. Samples may be submitted in person, in jpeg form by email, or by other arrangement made with Center staff. For more information about submissions, please contact Executive Director Robert Nash.

## BIOGRAPHY

Include a short biography that will be illustrated with jpegs supplied and posted with your exhibit at a cost of \$2.00.

**Cultural Center of Cape Cod**  
**P.O. Box 118**  
**307 Old Main St.**  
**S. Yarmouth Ma. 02664**

**508-394-7100**  
**[cultural-center.org](http://cultural-center.org)**

# The Cultural Center of Cape Cod

Located in the beautifully restored Bass River Savings Bank building, the Cultural Center of Cape Cod is a nonprofit organization whose mission is to increase access to education in the visual and performing arts, culture and humanities for all Cape residents, with specific concentration on youth development and professional growth. It serves as a focal point for the community and visitors to the area interested in culture and the arts by offering instruction, entertainment and exhibition.



The Vault Gallery

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The Center offers four Galleries – the Vault, the Blue Room, the Board Room and the Great Hall – to artists to exhibit and to sell their art and fine crafts. These galleries come equipped with state-of-the-art lighting and hanging systems and are available by the week to individuals and to groups.

## 2011 FEE SCHEDULES FOR THE WEEK

Vault Gallery, \$100.00

Blue Room Gallery, \$100.00

Board Room Gallery, \$150.00

Great Hall Gallery, \$300.00

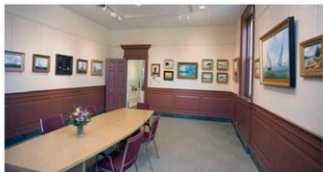
At times, the Galleries will be scheduled for special invitational exhibitions and programs designed and produced by the Center. They will not be available at these times.



## GALLERY RENTAL GUIDELINES



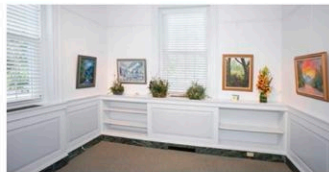
1. Exhibits are installed on Tuesdays, open on Wednesdays, close on Sundays, and are removed on Mondays. Galleries are open from 11:00 a.m. to 5:00 p.m.
2. Receptions are generally held on Fridays from 6:00 to 8:00 p.m. Artists are responsible for providing food and beverages.
3. Artists are encouraged to create and mail invitations. The Center will provide a logo and driving directions.
4. Cultural Center will list exhibitions in its newsletter and on its web site and will submit information to newspapers and other media.
5. Labels will be provided by the Center at \$.50 per label if a detailed inventory list is provided at least one week in advance, or the artist may provide his or her own in accordance with Center guidelines.
6. A deposit of half the rental fee is required to reserve space. The other half to be paid the day of installation. A donation of 20% of sales is to be given to the Cultural Center, a non-profit organization, at the take down.
7. All work must be original by the artist. Prints of the originals are only permitted in a print bin, not to hang on the wall. Crafts must be made by the artist. No craft kits or pre-bought parts will be permitted.
8. All work, including sold pieces, must remain hanging for the length of the show. Under certain circumstances work may be sold and the piece replaced by the artist.



The Board Room Gallery



The Great Hall Gallery



The Blue Room Gallery

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## ARTIST PARTICIPATION

The Cultural Center supports both emerging and established artists and artisans by offering affordable gallery rental rates, staffing all exhibits on week days, and recruiting volunteers to assist on weekends. Artists are expected to be on site as much as possible on weekends during their exhibits to assist volunteers and to welcome guests. The Center does not have staff on duty during the weekend, and your presence insures that inquiries about your work are handled properly. Artists usually enjoy discussing their work with visitors and often experience increased sales as a result. When booking a gallery, please consider the importance of your role as a gallery host or hostess.