



PORTAL GALLERY
Fuller Lodge Art Center
2132 Central Avenue
Los Alamos, NM 87544
505-662-1635
fullerlodgeartcenter.com

INFORMATION FOR EXHIBITOR

Name _____

Scheduled to show in the Portal Gallery during _____

Hanging date _____ Take-down _____

Requirements: The hanging and take-down dates are assigned to coordinate with exhibits in the main gallery. Exhibits typically run anywhere between 4-6 weeks, with a week for change-over between shows. The Portal Gallery hanging usually takes place on the Wednesday before the Opening Reception.

Artwork need not have formal or elaborate framing, but must be in a form that can hang in an acceptable manner using Fuller Lodge Art Center (FLAC) standard strips and hangers. Exhibition requirements comply with FLAC policy. Exhibitors must submit the Consignment Contract and complete an inventory of the work to be held by FLAC during the exhibit. It is the responsibility of the artist to file any changes in the inventory with FLAC personnel. FLAC reserves the right to reject work considered inappropriate for a publicly-funded agency.

Set Up: The artists or their consignees are responsible for hanging the show. Time of hanging must be during the regular Art Center business hours of 10am - 4pm and should be coordinated with the FLAC Exhibit Director. Fuller Lodge Art Center furnishes equipment such as a stepladder and hangers (for use with the Walker System), installation tools and instruction on use of hangers. Standard FLAC hangers must be used. FLAC may provide display pedestals if needed as long as they are available. *It is strongly recommended that at least two people install the exhibit.*

Publicity: FLAC will include publicity for the Portal Gallery in their publicity for the concurrent show in the main Exhibit Gallery. FLAC's usual outlets include the local newspapers, emailed announcements and invitations to the opening reception, and press releases to other regional media outlets. The artist should provide biographical material and information about the nature of the show for inclusion in this publicity one month prior to the show.

FLAC will include the portal artist's name on posters for the concurrent exhibit, and will post signs in the hallway off the main gallery directing visitors to the portal, and a sign in the portal. These signs are 8.5" tall by 22" long, and can feature a show title along with artist name.

Website: FLAC regularly posts a virtual gallery of the work in their exhibits. Portal Gallery artwork will be featured on the Portal Gallery page at fullerlodgearcenter.com if the artist provides digital images two weeks before the show.

Reception: Fuller Lodge Art Center hosts an Opening Reception for each exhibit. The Portal artist or representatives of the group of artists are required to attend the reception, which is held on the Opening Friday from 5-7pm. Refreshments are generally provided by volunteers and participating artists. Solo Portal artists are not required to bring anything, but groups are asked to help with refreshments in anticipation of the larger audience.

Sales/Labels: Sales are permitted and encouraged. Artists are encouraged to display personal publicity material, including business cards, provided the material is in harmony with the exhibit. Prices can be displayed on cards accompanying each piece or as a list accompanying the exhibit. FLAC will generate business card size display labels with piece title, price and media information if the artist submits a list with this information a week before the hanging date. Artists may choose to create their own labels and include other information, provided the use of labels is uniform throughout the display.

Fuller Lodge Art Center will handle sales, including the receipt and distribution of funds as outlined in the Consignment Contract. FLAC retains 35% of the sale price of any artwork sold. Payment is made to the artist during the first week of the month following the sale.

Location and Available Space: The Portal Gallery of the Fuller Lodge Art Center is located through the short hall beyond the main gallery. The walls are white; flooring is red tile. Lighting is provided by two florescent panels and a regular ceiling fixture with three 60-watt bulbs.

Display space consists of 24 linear feet in three panels on the south wall and 11 linear feet in two panels on the north wall. The hall is 4.67 feet wide in the narrow portion. In the wider section, the floor is split between flat and a wheelchair ramp, with a rail. Exhibit space may continue up the stairwell to the second floor landing. Space for 3-D work is very limited, as ADA compliance and clearance must be maintained.

Questions? Contact the Exhibit Director (info@fullerlodgearcenter.com) or Executive Director (director@fullerlodgearcenter.com).

Dates:

- _____ \$45 Portal Fee Due (Application deadline for concurrent show)
- _____ PR materials due including 1 image (Three weeks prior to Opening date)
- _____ CD with images of exhibit pieces for website (Two weeks prior to Opening)
- _____ List of piece titles with prices and media for labels (Two weeks prior to Opening)
- _____ Friday, 5-7pm Opening Reception