

# Submission Guidelines

**LOCATION** The exhibit will be held at Gallery 128, 1<sup>st</sup> Floor, Samuel M.V. Hamilton Building, 128 North Broad Street, Philadelphia, PA 19102.

**ELIGIBILITY** You are eligible to enter if you were enrolled as a Continuing Education student in the Summer 2009, Fall 2009 or Spring 2010 semester.

**SUBMISSION** You may submit one or two artworks. Drop off artworks at Gallery 128—*not* the CE Office. The drop-off dates are **Saturday, April 3, 12 – 5 p.m.; Sunday, April 4, 12 – 5 p.m.; and Monday, April 5, 12 – 7 p.m.** Work accepted for the exhibition *must remain* in the gallery for the duration of the exhibition—*no exceptions*.

**JURYING** Three CE faculty members will jury the exhibition and award 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place prizes, and Honorable Mentions. If your work is accepted into the exhibition, **you will be called** by 6 p.m. on Tuesday, April 6 at the phone number you indicate on the enclosed entry form. Please do not call the CE office.

**PICK-UP** 1) Work not accepted for the exhibition *must* be claimed from the Hamilton West Lobby outside the gallery a.s.a.p., no later than **Sunday, April 11, 5 p.m.** Please bring your photo ID to present to security. Work unclaimed after this date will become the property of the Academy. 2) Work accepted for the exhibition *must* be picked up from the Hamilton West Lobby on **Friday, April 30; Saturday, May 1; or Sunday, May 2, 10 a.m. – 5 p.m.** Please bring your photo ID to present to security. Work unclaimed after these dates will become the property of the Academy.

**SALES & INSURANCE** The Academy will retain a 20% commission on sales. Although great care will be taken in handling artwork, the Academy cannot assume any liability for loss or damage of artwork.

**OPENING RECEPTION** An artists' reception and awards ceremony will be held on **Friday, April 9, 5 – 7 p.m.** Refreshments will be served. Everyone is welcome. Invite your friends and family!

## HOW TO PRESENT ARTWORK.....

**PAINTINGS** Must be framed or suitable for display. *No wet paintings.* Paintings *must* be wired on back with screw eyes and wire.

**WORKS ON PAPER** May be matted and/or framed with glass or Plexiglas or unframed/unmatted. Matted-only pieces will be hung with J-hooks. Framed work *must* be wired on the back with screw eyes and wire. Unframed/unmatted pieces will be pinned.

**SCULPTURE** Sculpture to be hung on a wall should be wired or include a sturdy system for hanging. For freestanding sculpture, the gallery has a limited number of pedestals available.

**INSTALLATION** If a hanging sculpture or installation piece is accepted into the show, the artist may be required to set up the piece in another location while the gallery is being prepared. The artist will also be responsible for removing the hanging sculpture/installation promptly after the show is over and returning the utilized area of the gallery back to its previous condition.

**TAKE NOTE!**  
*Before submitting, please finalize:*

Artwork presentation. Your work may not be removed after acceptance to obtain or alter

frames or make some other preparation.

Pricing. The price you assign to your artwork at the time of submission is final and may not be changed during the exhibition. To determine the price, note that the Academy will retain a 20% commission on sales. In the event of a sale, it is your responsibility to file the complete payment received from the sale with the I.R.S.

*The Coordinators of Gallery 128 reserve the right to remove artwork that doesn't conform to these requirements. Questions or concerns? Please call the CE Office at 215-972-7632.*

CONTINUING  
EDUCATION  
PROGRAMS  
ANNUAL  
JURIED  
STUDENT  
EXHIBITION  
APRIL 9 – 29  
2010

# Entry Forms

The information you provide will be used to contact you and create wall labels. Please print legibly.

PLS DROP THIS FORM IN THE BOX IN GALLERY 128 UPON SUBMITTING ARTWORK.

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

♦ By signing you agree to the terms and conditions.

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**APRIL 9 - 29**  
**2010**

|   |   |
|---|---|
| <p><b>ENTRY 1</b></p> <p>Semester / Year Artwork was made _____<br/>                 For which course? _____<br/>                 Title _____<br/>                 Size _____ Medium _____<br/>                 Sale Price (if not for sale, write NFS) _____</p> | <p><b>ENTRY 2</b></p> <p>Semester / Year Artwork was made _____<br/>                 For which course? _____<br/>                 Title _____<br/>                 Size _____ Medium _____<br/>                 Sale Price (if not for sale, write NFS) _____</p> |
| <p>OFFICE USE ONLY<br/>                 ENTRY 1 <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> Notified</p>   | <p>OFFICE USE ONLY<br/>                 ENTRY 2 <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> Notified</p>   |



CONTINUING EDUCATION PROGRAMS  
**ANNUAL JURIED STUDENT  
 EXHIBITION 2010**

**ENTRY 1**  
 Please print clearly and affix this label to the back of your artwork.

Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Semester / Year Artwork was made \_\_\_\_\_  
 For which course? \_\_\_\_\_  
 Title \_\_\_\_\_  
 Size \_\_\_\_\_ Medium \_\_\_\_\_  
 Sale Price (if not for sale, write NFS) \_\_\_\_\_

CONTINUING EDUCATION PROGRAMS  
**ANNUAL JURIED STUDENT  
 EXHIBITION 2010**

**ENTRY 2**  
 Please print clearly and affix this label to the back of your artwork.

Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Semester / Year Artwork was made \_\_\_\_\_  
 For which course? \_\_\_\_\_  
 Title \_\_\_\_\_  
 Size \_\_\_\_\_ Medium \_\_\_\_\_  
 Sale Price (if not for sale, write NFS) \_\_\_\_\_