



# CONTINUING EDUCATION (CE) PROGRAMS **ANNUAL JURIED STUDENT EXHIBITION 2025** JUNE 26 – JULY 27

SCHOOL OF FINE ARTS GALLERY, 2<sup>ND</sup> FLOOR, SAMUEL M.V. HAMILTON BUILDING, 128 N. BROAD ST.  
**OPENING RECEPTION & AWARDS CEREMONY: THURSDAY, JUNE 26, 4:30 – 6 PM.**

## PROSPECTUS

**Retain this document for important dates, artwork pick-up instructions, and other information!**

### ELIGIBILITY

The Continuing Education Annual Juried Student Exhibition is intended to showcase the work that PAFA's CE students created in their classes over the past year. You are eligible to enter if you were enrolled as a Continuing Education student in CE Adult Classes in the Summer 2024 - Spring 2025 semesters. **Artwork must have been created either while in the class/workshop for which you were enrolled, or afterward, directly referencing the class and demonstrating the skills you gained.** *Restrictions apply (see page 2).*

**ARTWORK SUBMISSION** – Only **one** artwork can be entered. See *Restrictions and Presentation Guidelines*, page 2.

- **Submission Dates/Times** (*early/late drop-offs will not be accepted – no exceptions*):
  - Friday, June 20, 10 a.m. – 1 p.m.
  - Saturday, June 21, 12 – 4 p.m.
- **Submission Location:** School of Fine Arts Gallery: Gift of the Women's Board (Museum 2<sup>nd</sup> Floor, Hamilton Bldg.). *Do not drop off work in the CE Office.*
- **Work must be accompanied by a completed submission form.**
  - Cut and affix the label (bottom portion of the entry form) to back of artwork.
  - Submit the top portion of the entry form to be annotated by gallery staff to ensure eligibility.
- **Include the artwork price (if for sale) or value (if not for sale).** The price/value indicated at submission is final and may not be changed during the exhibition. A price/value of over \$3000.00 will not be accepted. See *Gallery Sales*, page 2.

### JURYING

Esteemed CE faculty-artists **RA Friedman** and **Rosae Reeder** will jury the exhibition for acceptance of artworks and awards of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place prizes, and Honorable Mentions.

- **A list of accepted work will be posted via the CE homepage ([www.pafa.org/ce](http://www.pafa.org/ce)) on Wednesday, June 25.** Additional copies will be posted in the CE office.
- Accepted artwork **must remain on exhibit in the School of Fine Arts Gallery** between the start date and the end date (until 5 p.m.) of the exhibition for continuity and security considerations. After acceptance, your work may not be removed or altered for any reason.

### ARTWORK PICK-UP

Artwork must be claimed by the dates indicated below. Bring a PAFA photo ID or other identification to present to Security or Gallery Staff. Individuals removing work on your behalf must present your written consent. **Do not remove work from the gallery when it is unattended.** Remove work from the building via the School Entrance on Lenfest Plaza.

- Artwork **not accepted** to the exhibition:
  - Friday – Saturday, June 27 – 28, 10 a.m. - 1 p.m. from the **CE Office** (3<sup>rd</sup> Floor, Hamilton Bldg.)
- Artwork **accepted** to the exhibition, to be removed after the exhibition closes:
  - Monday – Tuesday, July 28 – 29, 12 – 4 p.m., from the **School of Fine Arts Gallery**
  - Wednesday – Thursday, July 30 – 31, 12 – 4 p.m. from the **CE Office** (3<sup>rd</sup> Floor, Hamilton Bldg.)
  - Friday, August 1, 10 a.m. – 1 p.m. from the **CE Office** (3<sup>rd</sup> Floor, Hamilton Bldg.)
  - Saturday, August 2, 12 – 4 p.m. from the **CE Office** (3<sup>rd</sup> Floor, Hamilton Bldg.)
- Artwork not picked up, or arranged to be picked up, after August 2 may be discarded.

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## RESTRICTIONS

- Non-matriculated CE-only students enrolled in CE classes, Open Academy, and studio rental programs may enter. Students enrolled in PAFA's degree, full-time certificate, and youth/teen programs are not eligible to participate. PAFA offers other exhibition opportunities for students engaged in these programs.
- Students enrolled in a course *with a start date later than the artwork submission dates* are not eligible to enter this year's exhibition. Students enrolled in courses and workshops occurring after May 2025 would be eligible to enter the 2026 CE student exhibition.

## GALLERY SALES

Artwork is available for sale through PAFA. PAFA retains a 30% commission on artwork sold. In the event of a sale, it is your responsibility to file the complete payment received from the sale with the I.R.S.

## PRESENTATION GUIDELINES

**Artwork must be properly prepared for installation and display** as described below. An artwork must be materially and structurally stable to be brought into museum galleries. That is, artworks must be dry, free of loose particles, structurally sound and safe, and present no chance of wet paint, charcoal, and other materials being transferred to other artworks or people handling the object. If an object is found to not possess these characteristics, it will be promptly removed from the galleries. Wall-mounted artwork must have appropriate hanging hardware. Adhesives, tape, & etc. may not be used on gallery walls. **Please contact the Continuing Education Office at 215-972-2029 or [continuinged@pafa.edu](mailto:continuinged@pafa.edu) in advance of submission if you are uncertain about any details regarding these guidelines.**

### PAINTINGS:

Paintings on canvas or panel may be either framed or unframed, but *must* be ready to hang with D-rings or screw eyes and hanging wire appropriate to the size and weight of the object. The use of tape, string & etc. is not acceptable. **Maximum framed size not to exceed 30 inches in either dimension.**

### WORKS ON PAPER:

Works on paper should be matted and/or framed with glass or Plexiglas. Unframed matted or Plexiglas-covered pieces will be hung with J-hooks. Framed work *must* be ready to hang with D-rings or screw eyes and appropriate picture wire. **Maximum framed size not to exceed 30 inches in either dimension.**

### SCULPTURE:

Wall sculpture should be wired or include a sturdy hanging system. The gallery has a limited number of pedestals available for freestanding sculpture. Three-dimensional artworks must be sound and stable without risk of toppling and injuring others, breaking, or damaging other artwork or infrastructure. Three-dimensional works composed of multiple parts must be accompanied by a photo and/or diagram to assist in proper placement. **Maximum size of any artwork (single object or all combined parts) not to exceed 30 inches in any dimension. Maximum weight of artwork (without artist's assistance for installation, below) not to exceed 35 pounds.**

**For heavy (over 35 lbs.) or complex objects, or multiple-part pieces requiring assemblage**, the artist is required to assist in their installation prior to **4 p.m. on Tuesday, June 24**, and their removal by **4 p.m. on Tuesday, July 29**. Please schedule installation arrangements with Continuing Education and gallery staff during artwork submission should the artwork be accepted to the exhibition. The artist is required to provide a pedestal for objects over 50 lbs., and a low pedestal or board is required for floor mounted artwork. **Artwork that depends on sensitive hanging arrangements and complex assembly by gallery staff, or that exceeds the maximum weight without arrangements for installation, will not be accepted.**

**Work in any media not properly prepared for installation and display will not be accepted for consideration by the jury.**

**THE FOLLOWING PROHIBITED MATERIALS ARE NOT ALLOWED IN MUSEUM GALLERIES, TO PREVENT INFESTATION OF THE GALLERIES AND TO MINIMIZE THE RISK OF DAMAGING ARTWORK:**

- Live or dried plant matter
- Soil
- Live or dead animals or insects
- Food, raw animal products, seeds, & etc.
- Fur, feathers, unprocessed wool, and repurposed wool such as that found in sweaters, stuffed upholstery, or rugs.



# CONTINUING EDUCATION PROGRAMS ANNUAL JURIED STUDENT EXHIBITION 2025

## ENTRY FORM

**Complete all sections** and present this form to CE staff in the School of Fine Arts Gallery upon submitting artwork. The information you provide will be used to contact you and to create wall labels. **Please print legibly.**

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Artwork Title \_\_\_\_\_

CE Course In/After Which Artwork Was Made \_\_\_\_\_

Semester/Year Artwork Was Made \_\_\_\_\_

Medium \_\_\_\_\_

Size (height x width [x depth for sculpture]) \_\_\_\_\_ Weight in Lbs. (sculpture only) \_\_\_\_\_

Sale Price\* (If not for sale, indicate **NFS**) \_\_\_\_\_ Insurance Value\* (**REQUIRED if NFS**) \_\_\_\_\_

(\*Price/value cannot exceed \$3000.00. Artwork marked for sale will be made available through the PAFA Museum Store.)

I grant permission for PAFA to reproduce images of my artwork for non-commercial purposes such as print publications, PAFA websites, social media, e-communications, multimedia presentations, and documents about PAFA for admission, recruitment, fundraising, or institutional informational purposes.

☐ Yes ☐ No

**I have read and understand the Prospectus, and I agree to abide by submission/presentation guidelines.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signature required for artwork submission.**

**OFFICE USE ONLY:** ☐ Accepted ☐ Declined ☐ Prize Awarded:

Detach and tape label below to the back of your artwork. **Do not permanently affix.\*** Please print clearly. (\*May be removed during installation. For permanent artwork identification, separately write or attach your name and artwork title to the back of the work.)

### CE ANNUAL JURIED STUDENT EXHIBITION 2025 ARTWORK ENTRY

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Artwork Title \_\_\_\_\_

Medium \_\_\_\_\_

Sale Price (if not for sale, write **NFS**) \_\_\_\_\_ Insurance Value (**REQUIRED if NFS**) \_\_\_\_\_