



ArtePonte Gallery NEW YORK|VENICE

# Artist Guidelines and Rules for Submissions

## How to apply

1. Submissions must be made online via our submission form. Visit our website and fill in the form. We require you to upload max. 5 images, your CV, and artist statement. Your upload must accompany online payment or will not be recognized.
2. All submissions must represent the actual artwork as closely as possible. If your work is misrepresented in anyway, we reserve the right to refuse to hang the artwork if it should be chosen for a live show.
3. Cost of submission is \$40 for up to 3 entries and \$5 per every entry thereafter. It is a non-refundable fee and no changes of images can be made after you submit without another entry fee. Your submissions do not guarantee inclusion into a show. The decision to accept entries into a show is based solely on the Gallery.
4. Upload your images using the online form. Files should be max 2 MB. In data size. As a guide, approximately 10 inches (about 2,000 to 3,000 Pixels) on the long side. Nothing below 200 DPI.
5. Your jpgs data files must be labeled: First name **Last name\_Title of the piece\_Medium\_Height x Width in inches or cm.jpg** making sure that underscores go between your name and the name of the piece (*i.e. John Smith\_Golden Sun\_Oil\_32x40in.JPG*).



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6. Resizing images of your work for submission can be done easily with Paint (Microsoft) or similar your found on your computer. Or you can safely download a free program on download.com or type "resize pictures" into a search engine and find websites to resize for you.

### Types of art accepted

7. ArtePonte gallery exhibits all two-dimensional work including photography, paintings, drawings, digital, mixed media, fabric art, chalk, ink, pastels, wax, graphite and printmaking. Essentially, if we can hang it on a wall, we will consider your art for acceptance. We also encourage free standing sculptures entries. For this we require images taken from of all sides/angles. Email additional images to [hello@arteponte.org](mailto:hello@arteponte.org) .

### Shipping + presentation

8. If your submission is accepted, you will be notified with information for shipping your artwork(s) to the gallery. Please take care to ship your artwork carefully with padding and we will return it to you in the same box with the same padding. The return postage can be a label or a bill of lading from either UPS, Fedex or UPS included with your artwork; personal messenger is acceptable during Tuesday through Saturday during gallery working hours.

9. All artwork must be delivered **by at least 5 days** before the art reception.

10. All artwork must be labeled on the back with the artist's name, and name of piece. Include your price list with your shipment.

11. For gallery exhibitions all prints must be professionally framed and



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we reserve the right to refuse to hang a piece of art that is not presented in exhibition quality with a gallery in mind. Works on paper should be in white, gallery frames only, ideally non-reflective glass.

### Liability

**12.** For gallery exhibitions damage to artwork or framing is not the responsibility or liability of the gallery. We care about your artwork, but cannot accept liability.

### Participation Fees

**13.** ArtePonte receives 0% commission. However, Artists are requested to make a donation to help us cover some expenses involved in the exhibition, including unpacking, install, uninstall and repacking, administrative and PR costs for the opening. Donation amount depends on the size of the work and starts at \$150 for 1 meter of wall space, \$300 for 2 meters, and so on.

### Gallery installation rules

**14.** ArtePonte gallery reserves the right to refuse to hang an artwork or exhibit it if it is radically different from the image that was submitted. If your artwork is not represented as truthfully as possible, we will refuse to hang it.

**15.** Additionally, if any artwork is not ready to hang, we will either not accept it or charge you a \$35 fee, excluding material costs for frame purchase or stretching of canvas we receive rolled.

**16.** All works on paper must be framed in white, in the standard gallery frame style. We do not accept works on paper that are not suitably framed.



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If it uses clips, nails, or other materials that involve the gallery staff doing more to prepare your item, or if the hanging method is an insecure one (tape squares and other adhesives) we reserve the right to refuse to hang the work or will not accept it at all.

## Copyright

17. Artist maintains copyright.

18. All entrants grant ArtePonte gallery the right to use or publish images of their work to promote the art exhibits, future call for entries, videos, or the art galleries. All accepted entries will be placed on this website or blog and other social media sites.

19. All entries must be the original work of the entrant and must not infringe the rights of any other party. The entrants must be the sole owner of copyright in all photographs entered and must have obtained written permission of any people featured in the entries or their parents/guardians if children under 18 are featured. Artist is fully responsible to obtain all model or property releases.