



# MAIN GALLERY PROSPECTUS

GERTRUDE HERBERT INSTITUTE OF ART  
506 Telfair Street, Augusta, GA 30901-2310  
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## MAIN GALLERY

### EXHIBITION COMMITTEE

GERTRUDE HERBERT INSTITUTE OF ART  
506 Telfair Street, Augusta, GA 30901-2310

Non-Profit  
Organization  
U.S. Postage  
PAID  
Augusta, GA  
Permit No. 254



SUBMISSION DEADLINES: Dec. 1, March 1, June 1 and Sept. 1

## About the gallery

The Main Gallery has been the primary gallery of the Gertrude Herbert Institute of Art since its founding in 1937. Our mission is to provide opportunities for visual arts education and to develop visual arts awareness and appreciation throughout the community. With this in mind, the gallery serves as a catalyst for culture, community engagement, and art education, providing a rotating calendar of exhibits featuring national and international contemporary artists.

Main Gallery shows are selected by the Institute's Exhibition Committee. Applications from artists are reviewed quarterly, and should include an exhibit proposal, artist statement, and 12 high-quality images of current artwork. If 3-D work is to be submitted, provide detailed and multiple views.

## About the institute

Founded in 1937, the Gertrude Herbert Institute of Art is Augusta's only independent non-profit visual arts school and gallery. The Institute serves as a showcase for local, regional, and national artists, offering rotating exhibitions of outstanding contemporary artwork year-round. The incredible Federal style architecture provides a stunning backdrop for the artwork displayed. In addition, professionally taught studio art classes in a wide variety of media are provided to students of all ages and experience levels.

## Submission details

- Provide a clear and concise description of your proposed exhibition and its rationale. Be sure to include an approximate number of pieces, material, and estimated cost of the exhibition including (if applicable) crating and shipping costs, and installation methods. As a non-profit, the Institute's funding is limited and exhibitions with significant related costs will not be considered unless other means of financing can be determined.
- Contact information including: address, phone, email, website (if applicable), title of exhibition: Solo/Collaborative/Travelling

Special Needs: If necessary, provide an explanation of any special installation, equipment, etc. and your plans to provide funding should extra equipment be required.

## Entry format

Entries must be submitted on a CD or flash drive and should meet the following specifications:

- Image files must be numbered to correspond to an accompanying reference sheet
- Reference sheet should have thumbnail prints of the images on your CD/flash drive. Beside each thumbnail, note the title, medium, and date of the work.
- Images must be in JPG format with at least 200 dpi.
- Please be sure that all images are correctly oriented.
- CD should be labeled with the artist's name.
- Email or online entries will not be accepted.

## Liability and Insurance

The Gertrude Herbert Institute of Art will provide insurance coverage for artwork while on its premises for exhibition purposes. Insurance coverage for artwork while in transit to and from GHIA is the responsibility of the artist.

## Sales

Sales are encouraged, and all works are assumed to be available for purchase unless designated "Not For Sale" (NFS). A 35% gallery commission will be charged on sales of all exhibited artwork.

## Checklist

Please make sure that your application includes all required components:

- Exhibit Proposal
- Artist Resume
- Artist Statement and Short Bio
- CD with images of work including title, media, size and date along with a reference sheet for images on CD
- Self-addressed stamped envelope for notification letter or a valid email address.

## Entry deadline

The Gertrude Herbert Institute of Art accepts proposals for the Main Gallery year round. Submitters are notified upon review by the Exhibition Committee. Your complete proposal package should be mailed to:

**GERTRUDE HERBERT INSTITUTE OF ART**  
Exhibition Committee  
506 Telfair Street  
Augusta, GA 30901