

THE INTERCHURCH CENTER

475 Riverside Drive, Suite 240
New York, NY 10115-0099
(212) 870-2200 – (212) 870-2400 fax
Website: www.interchurch-center.org

GUIDELINES FOR PROPOSALS AND EXHIBITS

Statement of Purpose:

The Interchurch Center (TIC) is a nineteen story, non-profit office building, located on the Upper Westside of Manhattan. Columbia University, Barnard College, Teachers College, Union Theological Seminary, and Riverside Church are a few of its neighbors. Tenant organizations range from major religious denomination headquarters to small foundations and socially committed service organizations to several administrative offices of Columbia University.

There are two exhibit spaces located on the main floor of the building with easy access to the public and completely accessible to the handicapped. The Treasure Room Gallery is a 2,000 square foot exhibit space with professional display and lighting systems. The Corridor has twenty large, self-lighted display vitrines, built in the north and south walls. Each vitrine measures approximately 46" high by 36" wide. Eight of these are eighteen inches deep to accommodate three dimensional work. A diverse selection of fine arts and crafts is exhibited on an eight month, four week rotating basis during the year.

General Procedure:

Proposals are accepted throughout the year and can be mailed or delivered to the above address. Applicants are asked to submit materials according to the attached checklist; group exhibitions must have one person responsible for organizing the proposal. The Exhibits Panel meets five times annually to review and select exhibits. There is usually a two year schedule in place. A \$50.00 installation fee is required upon receipt of the acceptance letter. Artists are responsible for related exhibition expenses such as publicity and receptions. A descriptive color catalogue is prepared for each exhibitor, including a list of the works, artist's statement and biography. Each exhibiting artist is listed in the Gallery Guide of New York at no charge to the artist. A cultural arts brochure is published and distributed three times a year. The artist's statement, biographical sketch, and a color image of an exhibited work will be placed on the website for the duration of the exhibition and later archived.

Proposals will be evaluated in accordance with the following criteria:

1. Quality of artist's work as demonstrated by the visual documentation submitted.
2. Coherence in the exhibition's concept and theme made through the artist's statement.
3. Quality, innovation, and timeliness of proposed exhibition.
4. Appropriateness and adequacy of facilities and equipment at The Interchurch Center.

Information to guide you through the process:

- The Corridor and Treasure Room Galleries are generally open to the public, Monday through Friday from 9:00 a.m. to 5 p.m. They are closed on weekends and holidays. There is no admission charge for entry.
- Upon approval of the proposal, a letter will be sent to the artist specifying the dates available for the exhibit, the delivery and removal dates, and the exhibit location (Treasure Room Gallery, Corridor or both). The artist or group representative should confirm his or her acceptance by

returning the Acknowledgement and Release form, which will be included with the proposal letter. An installation fee of \$50.00 should be sent to the Center at that time to secure the date. This is a non-refundable fee and will be returned only if the artist or group give two months' notice of cancellation.

- When the exhibit has been scheduled, the artist or coordinator should call (212) 870-3271 to discuss the exhibit with the Curator and Exhibits Designer for The Interchurch Center. She installs all exhibits. The artist will not be present when the exhibit is being installed.
- The final choice of works to be displayed rests with the Curator and the Exhibit Panel Committee. They may decide not to display or to remove artwork at any time in their sole discretion.
- Exhibit material must be delivered on the morning of the date specified in the acceptance letter or at another previously arranged time. Installation must occur within the designate time frame. At this time the artist will have an opportunity to discuss ideas with the Curator. In the case of group shows, representatives of the group must be present to receive the works.
- A typed list of all items to be exhibited should be presented at delivery (or emailed before if possible). This inventory should include: the title, the medium, size or other appropriate description, sales prices or a valuation for insurance purposes for NFS (not for sale) works. The numbers on this list should be used as identification on each piece and attached to the back on the upper right corner. The inventory will be checked by the Curator before any exhibits are accepted.
- The artist must be the sole owner of all artwork inventoried for exhibition.
- The artist will be responsible for all expenses related to the delivery of art work to and removal of artwork from, The Interchurch Center. The artist will also be responsible for any damage to The Interchurch Center in connection with the exhibit.
- If the insurance valuation of the entire show exceeds \$50,000, the artist or group must arrange for additional insurance coverage via their own agents. See the attached Acknowledgment and Release for further details.
- All work in the exhibition should be ready for display. All photographs and works on paper should be properly matted and framed. Mats must be neatly cut (usually a minimum of 3" border), white or neutral in color, clean and with undamaged corners. All framed or unframed works should be wired securely and ready for hanging.
- Sculptors should consult with the Curator as there are limited number of sculpture stands and plexiglass covers available for the artist's use.
- There is very limited storage for packing materials and items not included in the exhibition. Artist may be required to remove these materials at the time of delivery or by the reception date.
- The artist is responsible for removal of the work on the first business day following the close of exhibit. The Interchurch Center cannot store art work left beyond that date and cannot commit to making suitable arrangements if the artist does not do so.
- The Interchurch Center will prepare a single-sheet color catalogue of descriptive material supplied by the artist.

It is suggested that the exhibitor submit a statement that clearly describes the theme of the work and/or the process used, along with inventory information, a resume or biographical sketch and color images of the exhibited works (see format below) at least 4 weeks before the delivery of the exhibit.

Title of exhibit, final exhibit dates including reception date will be needed two months in advance for publication in The Art Now, Gallery Guide. Images can be sent on a CD (600 dpi) formatted for PC.

Send all material to: The Interchurch Center
475 Riverside Drive, Suite 240
New York, NY 10115
Attn: Curator and Exhibits Designer

- There will be a publicity article prepared for an in-house newsletter and for our website --- www.interchurch-center.org
- Other promotional materials are the responsibility of the artist. We encourage the artist to consider having a publicity release, exhibition announcement, mailing list, etc. These promotional materials, however, are the responsibility of the artist and are done at the artist's expense. A copy of the postcard layout and wording should be submitted for final approval by The Interchurch Center before printing is contracted.
- All sales inquiries will be handled by the Curator and Exhibits Designer. A deposit will hold the works and final payment will be required before the work is released to the buyer. Cash and checks written to the artist will be accepted, but no credit cards will. A suggested donation of 30% at the end of the exhibit is recommended if a work is sold.
- Artist Receptions are held in connection with the exhibit in Riverside Lobby (adjacent to the Treasure Room Gallery). These are held on the date agreed upon between the hours of 5:00 p.m. and 7:00 p.m. The Curator and Exhibits Designer will schedule the event and provide one cheese/cracker and one fruit tray, napkins, tablecloth, coat racks, disposal receptacles, tables and chairs. The artist can utilize the Center's food service for other catering needs or provide their own at their own expense.

Exhibits may not be photographed or videotaped except with the consent of the artist and of the Center. The display of the exhibit cannot be changed for photographing. Arrangements for photography must be made in advance with the Curator and Exhibits Designer who will notify the building security.

- No work may be removed from the exhibit or rearranged for any reason while the show is in progress. Sold works will be released at the end of the exhibition after final payments have been made.

***Please note that special circumstances occasionally require a shift in exhibition scheduling. The artist or group will be notified in writing with as much advance warning as possible when such situations occur.

ADDITIONAL INFORMATION FOR GROUP EXHIBITIONS

- Group exhibitions must be delivered to The Interchurch Center at one time; this requires that individuals' artists assemble their work at another location. One or more representatives of the group will be present when the work is delivered to assist with inventory.
- Each delivered work must have a label listing the artist's name, title, medium, size, price and insurance valuation and an address and phone number where the artist can be reached. It is the

responsibility of the group to provide a typed inventory list of the above information to be used as the checklist of the exhibition. Each work should be given the proper number from this list and be written on the upper right hand corner of the exhibited work.

- Return of the exhibit will be done at one time to an individual or a group of individuals from the exhibiting organization. No individual deliveries or pick-ups will be arranged.
- There is a \$50.00, non-refundable installation fee for all group exhibitions. This is paid at the time of accepting the exhibition commitment.
- All other policies which apply to individuals will also apply to groups.

PLEASE READ THESE GUIDELINES CAREFULLY.

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APPLICATION FOR EXHIBITS

The following documentation should be included with your application:

1. A CD of 20 images formatted for a PC not a MAC. This will be used to present your work to the Exhibit Panel. A 600 dpi is suggested for the image.
2. A separate sheet which contains the title of work, date completed medium, dimensions (height precedes width) and selling price. A sample form is attached.
3. Resume or biography of the artist.
4. Artist statement commenting on the themes of the work, the process used or other pertinent descriptive material.
5. Additional material if desired, such as catalogues of previous exhibitions, exhibit announcements or critical reviews.
6. A self-addressed, stamped envelop for return of materials.
7. Photographers can submit a portfolio of 20 works for consideration.
8. Please mail your materials to:

The Interchurch Center
475 Riverside Drive, Suite 240
New York, NY 10115
Attn: Curator and Exhibits Designer

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

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SAMPLE FORM FOR CD INFORMATION

Title of Work	Date Completed	Medium	Dimensions	Selling Price
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
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20.				

** Please note any special circumstances related to the work you will be exhibiting:
exceptional weight, fragile surfaces, unusual framing, etc.