

EXHIBITION APPLICATION PROCESS AND PROCEDURES

APPLICATION

- An application is available here as a downloadable, editable pdf format file.
- Applications can also be e-mailed to you upon request (hcluster@alleganyarts.org).

APPLICATION SUBMISSION

- Completed applications must be submitted to the Gallery Manager (hcluster@alleganyarts.org).

APPLICATION RECEIPT NOTIFICATION

- Applicants will be notified within two weeks of submitting an application that their application has been received. If there are any problems with the application, the applicants will be notified by e-mail at this time, including information about when the next quarterly application review session will take place.

APPLICATION REVIEW

- The Exhibition Committee will meet quarterly to discuss applications, and make recommendations to the Gallery Manager and Executive Director. The Executive Director will make final decisions about the applications.

NOTIFICATION

- Applicants will be notified of the decision regarding their application by the Gallery Manager within three months of applying. This notification will be by e-mail.
- If the notification is positive, it will include a contract specifying a six month date range for the show.
- If the notification is negative, it will include an explanation of the Exhibition Committee or Executive Director's reasoning regarding the decision.

RESPONSE TO NOTIFICATION

- An applicant receiving a contract offer must return a signed contract within one month of receiving the contract or their application will be considered void.
- An applicant who wishes to appeal a negative decision may do so by submitting an appeal to the Executive Director, who will present the appeal to the Exhibition Committee at its next meeting. The decision determined at that meeting will be final.