

EXHIBITION POLICIES:

- Shows must be installed and taken down during business hours (Wed.-Sat., 11am to 5pm, Sun. 12 to 4 pm) whenever possible. If you must work outside of our open hours, please let us know so we can arrange for a staff member to be present.
- Each work of art must arrive labeled with Name, Email address, Phone number, Title, Media, Retail Price
- K Space Contemporary (KSC) retains 40% commission on gallery sales. (This rate does not apply to Gift Shop or Consignment Gallery.)
- Works must be picked up/shipped out within 10 days of the end of the show.
- Abandoned - Works left at KSC 60 days after the last day of the exhibition will be considered "abandoned" and become the property of KSC. KSC will sell, donate or dispose of abandoned works with zero compensation to the artist.

K SPACE CONTEMPORARY RESPONSIBILITIES:

PUBLICITY:

- Press Release to local and state media, internet outlets & event calendars
- Promo on www.kspacecontemporary.org (webpage for the exhibition)
- Email Invitation to 2000 subscribers
- Social media promotion via Facebook and Instagram
- 1000-2000 Postcard Announcements. We mail appx. 750 to our membership, local supporters, and Texas curators and museum professionals.

EXHIBITION:

- Assistance with installation (Clower and Starr Galleries): 3-5 KSC Exhibition Committee and staff members can help install on Saturdays. 1 staff member can help Tuesday - Friday, 11 am to 5 pm.
- Labels for Artwork
- Title Wall Vinyl
- Reception – KSC exhibitions open with 1st Friday Art Walks. An average Art Walk crowd varies from 800-1200. KSC Exhibitions are generally in place for two Art Walks / 4-7 weeks. KSC supplies wine & water for all receptions.

- KSC galleries are open Wed.-Sat., 11 am to 5 pm, Sundays 12 to 4 pm, 1st Friday Art Walks until 9 pm, and for special receptions and events.

ARTIST / CURATOR RESPONSIBILITIES:

Promotional materials are due 8 weeks before the exhibition opens. Complete the Google form at <https://tinyurl.com/ycxhebf8>. If there are issues with the form, email to Info@kspacecontemporary.org.

- Promo Materials Checklist:
 - Exhibition Title
 - Bio and Statement (400 or less words each)
 - 2 Photos of Artwork
 - Instagram/Facebook handles
 - 2 weeks before opening: email List of Works being exhibited. Include title, media, dimensions, retail price (retail price includes commission). Add a brief description if all works are the same size and have similar imagery.
 - Images of every work of art being exhibited (for online exhibition)
- Transport and Deliver artwork to and from the gallery
- Install Artwork, when possible. Exhibition Committee assists when available.
- Dismantle Show. Exhibition Committee assists when available (weekend).
- Exhibiting artists are encouraged to publicize their show beyond KSC's efforts - Share Facebook events and other Social Media, Send Press Release to hometown media outlets.
- If you provide an Excel file (or other spreadsheet) of your own mailing list, we can add them into our Bulk Mail out. Email this to us when you send above show information.

COLLEGE STUDENT EXHIBITIONS:

Due to the educational emphasis of BFA, MA, MFA exhibitions, all aspects of exhibition preparation and installation must be completed by the student. Like shows held on campus, student artists are required to design their own postcards, title-wall vinyl, print materials, and to write their own press releases. KSC assists with printing postcards, banners and vinyl, and provides publicity via social media, website promotion and email invitations. However, students are strongly encouraged to do their own promotion, as well, to learn various avenues to promote themselves. Openings occur in conjunction with Art Walk, like other KSC shows.