



Sage Moon Gallery  
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## **SAGE MOON GALLERY** **Procedures for Prospective Artists**

Sage Moon Gallery would be pleased to consider your work for display in our gallery. However, we already have over 70 artists and a long waiting list of prospective artists! In order to maintain the quality of art in our gallery, we have a number of procedures that we must adhere to before we will consider showing your work. First and foremost, do your research and really get to know the gallery. There is no need to send the gallery a selection of images that in no way correspond with the art and artists already present.

Sage Moon intends to maintain a balance of art and artists in the gallery. If we have no room for your medium or style at the present time, we will put you on our waiting list and contact you when space becomes available or return your images and deny gallery representation. Even an excellent portfolio can be turned down. Successful artists understand that rejection is part of being an artist, and it should in no way be taken personally.

- *Sage Moon is a fine art gallery representing only ORIGINAL fine art therefore we will not accept any original art that has been reproduced in any way. We do not represent prints and our clientele does not want art that may be found hanging everywhere.*

Send emails to: [sagemoongallery@embarqmail.com](mailto:sagemoongallery@embarqmail.com). **Artists must please submit a website or email jpg images of a selection of recent artworks** (within the past two years), information regarding size, medium, etc. is required. We also will accept slides and photographs of work if a self-addressed stamped envelope is included for the return of the images. The images you choose to send us **must be available for sale at that time**. The works provided to the gallery for viewing must not have been shown within **50 miles** of the Charlottesville area.

Criteria for submitting work to our gallery includes:

- **Cover letter**- this should summarize and highlight your artistic career as well as convey something of your personal character...limited to one or two paragraphs
- **Resume**-included in this resume should be your significant shows or major exhibitions
- **Artist Statement**- a short explanation of the story behind your work, what materials you use, and what the subject matter means to you
- **Artist Bio**- please include your education, how you came to be an artist, career highlights, **where else you have exhibited your work, awards**, your inspiration, and **whether you have a following** etc. A picture of yourself is also needed.

**Artists must always make an appointment to show and deliver work.**

Appointments to view art are only available during the **middle two weeks of the month**. We only review art every two or three months so please do not expect an immediate response. Once we have viewed your works online, we may make an appointment for you to show us a selection of your artworks.

### **If we decide to represent you...**

We will supply you with our standard contract and a W-9 form. Consignment sheets will be provided and must be accurately filled out by yourself and a gallery representative if you physically bring work into the gallery. Long distance acceptance is done by mail, phone, fax, etc. **You must provide us with an “Artist Bio”** (similar to the one described above) **before we will display any of your work**. Please **DO NOT** provide specific contact information, we will have all of that on file if necessary. We do not display any artist contact information.

- ❖ Wall art will only be accepted ready to hang.
- ❖ Art must be clean and well framed, with two hanging systems
  1. Standard wire hanging
  2. Appropriate screws placed near the top of the back of the frame, in order to accommodate our “Molding Hanging” system.
- You may put easily removable temporary ID’s on your paintings until we assign inventory numbers... your name and the title of the work will do. **HOWEVER**, please ensure that any old stickers/price tags/gallery or artist information is removed from the work.

#### *Sage Moon Requirements for Display of Work:*

- *Art must be clean*
- *Well framed and ready for hanging into the gallery*
- *Free of any contact information.*
- *You must also have provided us with a resume and biography*
- *Sculpture must be polished & free of chips or scratches*
- *Furniture must be finished professionally and in perfect condition*

Sage Moon intends to maintain a balance of art and artists in the gallery. We are presently looking only for full time artists. Most of our artists have a following. If we have no room for your medium or style at the present time, we will put you on our waiting list and contact you when space becomes available.

### **A REMINDER...**

- ❖ Before sending your work to us for review please research our gallery and assess whether your work will be compatible with what we already have in the gallery. We ask that you kindly do not “drop in” with your portfolio. Appointments are absolutely necessary for art to be viewed.

We appreciate your interest... Good Luck!