

CALL FOR ART

All 2-D media
accepted
except photos
and digital.
Submit up to
4 artworks!



Exhibit Dates:

NOVEMBER 30TH -
JANUARY 3RD

**APPLICATION DUE
THURSDAY,
NOVEMBER 16TH**

Step Up Gallery at Mesa Public Library in Los Alamos, NM invites you to submit up-to-four small, framed paintings to their 2023 Holiday "Gift of Small Paintings" exhibit. One focus of this exhibit is to provide a sales opportunity for New Mexico artists to show and offer their small, framed art as possible holiday gifts. Artwork photos and information will appear online in Step Up Gallery Art Market where purchase with any bank card is possible in addition to an exhibition in Step Up Gallery, top level of Mesa Public Library, in historic downtown Los Alamos. There is no charge to submit up-to-4 small works. Please carefully read the following rules for submission and deadlines:

1. Any original artwork (2-D) in any media can be submitted except photography or digital art, for example: oil, watercolor, pastels, ink, gouache, drawing media, numbered prints, fiber or mixed media (substrate should be archival). Please **ONLY** submit art that has not yet shown at Step Up Gallery.
2. Maximum size of artwork including frame is **480** square inches. Example: a 12" x 18" or a 14" x 17" painting in a 3"- wide-frame fits within this limit. There can be no exceptions to the maximum limit. There is **NO** minimum size limit. Frames are not required for finished edge, stretched canvas, fiber or some other mixed media art but must have a way to easily hang on wall.
3. Each artwork **MUST** be priced between \$75 - \$475, a range appropriate to garner purchasing interest as a holiday gift.
4. For ease of reliable hanging, please submit only work with a wire on the back that can be hung on a hook. Frame must be sturdy and in salable condition.
5. **DELIVER ARTWORK** to Step Up Gallery, top level of Mesa Public Library, 2400 Central Ave., Los Alamos, NM 87544 on either **Friday, Nov. 17 between noon - 5pm** OR **Saturday, Nov. 18 between 10am and 2pm**. Please tape a tag on the back of each piece with artist's name, phone number and title of the art. Please clean the frames and/or glass. Storage not available for wrappings.
6. **HOW TO APPLY:** Go to <https://stepupgallery.org/cfa-download/> to download a fillable PDF as your application. The information necessary to show and sell your artwork needs to be submitted in a way that allows speedy and accurate transmission to your wall tags and online sales market. You must use a computer or smart phone to accurately type in your information in the correct lines. We will not question or correct any mistakes made on your application. Once the PDF is correctly filled-in, please save it as your last name and 1st initial, then email to: stepupgallery@icloud.com with jpeg photos by the deadline of midnight on **Thursday, November 16, 2023**.
7. With your application, submit high resolution jpegs (220-300 ppi) with the shortest side no smaller than 1200 pixels (4"). Please rename the jpeg files with your LAST NAME and TITLE of artwork. Please submit well-lit, straight on photos of your art that are in-focus and do not have glass reflections. These will be used to sell your art online so it's in your best interest to provide good photos that closely resemble the colors in your original art. Your application may be rejected over very poor-quality jpegs.
8. Since this exhibit is not pre-juried, the management of Step Up Gallery reserves the right to reject a submission without explanation.
9. By submitting artwork to this show, you, as the artist, automatically give a **Release of Liability** to Step Up Gallery, Mesa Public Library, Los Alamos Arts Council, Los Alamos County and any of its employees or contractors for your losses due to theft or damage to your art while on Mesa Public Library premises. You also concede that any of the above entities may use images of your art in Step Up Gallery's marketing, advertising or promotion.
10. Step Up Gallery retains 35% commission on any sale of submitted artwork purchased during the exhibit. Step Up Gallery will collect and pay appropriate sales tax.
11. The remaining 65% of your sales will be mailed to you in a check within 30 days after close of exhibit.
12. Unsold work must be **Picked-Up** at Step Up Gallery on **Thursday, Jan. 4 between noon and 5pm** OR **Friday, Jan 5, between 1-5pm**.
13. The first **100** emailed submissions will be accepted on a first-come-first-served-basis. By submitting the application, you as the artist, are committing to delivering the artwork pictured and described in your application on the delivery times noted above.

If you have any questions that are not answered by carefully reading this CFA. Email Diane Stoffel, Step Up Gallery Manager at stepupgallery@icloud.com

ARTWORK ENTRY FORM

2023 "The Gift of Small Paintings" Step Up Gallery at Mesa Public Library, Los Alamos

Please **TYPE** into this form carefully. If you don't have an APP on your computer that will open a fillable PDF then download a free copy of Adobe Acrobat Reader first. The data on this form will be used to create your Wall Tags and used to Enter Information into the online Art Market which will handle bank card sales. Please proof your information now because last minute changes will not be possible. Step Up Gallery will take 35% commission to handle the sales and pay NM sales tax. A check for remainder will be mailed to you within 30 days after exhibit closes.

Last Name _____ First Name _____

Email _____

Cell Phone _____ Alternate Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Full Name on Wall Tags _____

Art Title #1 _____

Medium #1 _____ Substrate #1 _____ Price #1 _____

Jpeg file name #1 _____ Unframed width #1 _____ Unframed height #1 _____

Framed width #1 _____ Framed height #1 _____ Description of frame #1 _____

Art Title #2 _____

Medium #2 _____ Substrate #2 _____ Price #2 _____

Jpeg file name #2 _____ Unframed width #2 _____ Unframed height #2 _____

Framed width #2 _____ Framed height #2 _____ Description of frame #2 _____

Art Title #3 _____

Medium #3 _____ Substrate #3 _____ Price #3 _____

Jpeg file name #3 _____ Unframed width #3 _____ Unframed height #3 _____

Framed width #3 _____ Framed height #3 _____ Description of frame #3 _____

Art Title #4 _____

Medium #4 _____ Substrate #4 _____ Price #4 _____

Jpeg file name #4 _____ Unframed width #4 _____ Unframed height #4 _____

Framed width #4 _____ Framed height #4 _____ Description of frame #4 _____

Please save this form as: YOUR LAST NAME.FIRST INITIAL.pdf (Ex.: Smith.L.pdf) then email with a high-resolution jpeg photo of each submission to: stepupgallery@icloud.com by **November 16, 2023**. Please name jpeg files with your last name and art title. If you have any questions after CAREFULLY reading this CFA, please email Gallery Manager Diane Stoffel at stepupgallery@icloud.com

