



Prospectus
Montgomery Art Association Member Exhibition
at Benjamin Gaither Center, Gaithersburg MD

As we look to the new year, MAA looks forward to its second show at the Benjamin Gaither Center. This spacious venue welcomes visitors Monday-Thursday 8:30 am-6 pm and Fridays 8:30 am-4 pm. Plans for a reception/meet the artist event are underway.

Show dates: January 20 - March 26, 2023

Location: Benjamin Gaither Center, 80 Bureau Dr A,
Gaithersburg, MD 20878

Media eligible for exhibition: Artwork for this exhibit should be two-dimensional works in oil, acrylic, watercolor, mixed media, pastel, encaustic, drawing/ink or photography. 3D works are not accepted. All works must be 36"x36" or small (framed).

Subject: No theme. Artist choice.

Number of pieces allowed: Each member may submit 1 entry.

Registration dates: Registration starts Friday, Dec 2, 2022. It ends Tuesday, Dec 20, 2022, at 11:59 pm ET, or earlier, if show capacity is reached.

Entry fee: \$10 (nonrefundable)

Reception: Plans are underway for a reception to celebrate the show. Details will be shared via email and social media.

Key Dates:

Registration: December 2nd - 20th
(or once the maximum capacity of 35 pieces is reached)

Drop off: January 17, 10am-12pm

Show hanging: January 17, 12-2pm

Show: January 20 - March 26, 2023

Reception: Date TBD

Pick up unsold works:
Thursday, March 27, 10am-12pm

Dates subject to change: you'll be kept informed via email.

How to Register

Go to <https://montgomeryart.org/events>. Log in with your email address and password. You will be asked for:

- Artwork title using title case (example: River View)
- Media
- Price
- Optional: 1 image of your artwork (to be used for show promotional purposes)
- Volunteering role

Requirements

Entries: Entries submitted must be original work of the artist. The hand of the artist must be visible and dominant in constructing fine art works. Digitally manipulated images are not acceptable unless they are

used in a secondary manner to the artwork as a whole and clearly described in the media description. MAA or Benjamin Gaither Center reserves the right to refuse to display any artwork it deems incompatible with the nature and environment of the Benjamin Gaither Center.

Wall-hung works: Wall-hung works must be no larger than 36"x36" framed. Weight limit is 50 pounds. All works must be framed and wired for hanging to professional standards. Use D-rings and weight-appropriate wire that is not visible when the painting is hung. Paintings on canvas do not require frames if the edges are painted or taped to professional standards. No wet canvases, saw-toothed hangers, or flimsy framing. [Learn more](#).

Label: Affix a label to the back of your work with your name, phone number, and title.

Sales: Entries must be priced and available for sale for the duration of the show, Jan.20 - March 26. The City of Gaithersburg will take a 30% commission on any work sold during the exhibit and for any work sold up to 6 months following the show as a direct result of the exhibit. Artist members must provide a W-9 and New Vendor Form to the City in order to be paid for the sale of their artwork. Sold works must remain until the end of the show. Buyers must pick up the art on the pickup day (or the artist can pick up on behalf of the buyer and arrange for delivery).

Drop-off: Drop off is Tuesday, January 17, 10 am-12 pm. Please wear a face mask and follow social distancing protocols. If you're unable to drop off at that time, we suggest posting a message on our [private Facebook group](#) to see if a fellow participant could drop off for you.

Pick up: Unsold works should be picked up on Monday March 27, 10am-2 pm. Please wear a face mask and follow social distancing protocols. If you're unable to pick up at this time, we suggest you post a message on our [private Facebook group](#) to see if a fellow participant could pick up for you.

Volunteering: As we are an all-volunteer organization, we rely on our members to assist us in producing our shows. All members should volunteer for at least 1-2 shows per year. For this show, we are seeking volunteers to assist with the following. Indicate on your registration form if you are available for:

- **Check in:** We are seeking 2-3 members to check in participating artists. You'll come to the center on Tuesday, January 17 from 10 am-noon. Duties include checking the registration list; ensuring pieces are wired, framed and labeled correctly, and directing members on where to place their checked-in work.
- **Hanging the show:** We're looking for 3-4 members to work together to curate and hang the works in the gallery. You will need to arrange the works in pleasing design and hang them along with their labels. This task will be done on Friday, January 20 from 11:45 am-2 pm.
- **Publicity:** 2-4 members are needed to assist with promoting our show. Tasks could include drafting a news release, submitting the show to local calendar websites and media outlets, writing blog posts or making videos about the show. (Each volunteer would be given just one of these tasks.)
- **Reception:** We will host a reception; we don't have details yet, but please indicate on the registration form if you'd like to learn more and potentially help.
- **Pickup:** 1-2 members to oversee pickup of artwork on Monday, March 27 from 10am-12 pm.

Affirmation

By submitting an entry, registrants agree with the following: I certify that I agree to the rules of the show as presented here. Entries submitted are my own work and not in violation of any copyright, trademark or other similar laws and regulations. By uploading an image of my work on the registration form, I agree to allow the Montgomery Art Association ("MAA") and the City of Gaithersburg ("venue sponsor") to use the image for the purpose of promoting this event and/or the organization. I will not hold

MAA or the venue responsible for copyright infringements of the image of my artwork. I also understand that care will be taken by volunteers and personnel in handling, hanging, and securing artwork for the show. However, neither MAA nor the venue will be held responsible for any loss or damage, and I understand that I am well advised to have my own insurance.

Questions

Email show manager Holly Buehler hollybuehlerart@gmail.com