

The
GALLERY

@
the rotunda

in Metuchen's Borough Hall is a small, non-traditional public gallery space created in an effort to invite the arts into the everyday public life of the Borough in a very concrete way. It also creates an opportunity for local visual artists to exhibit in a rather well-travelled area. And finally, it adds ongoing interest and beauty to a public building.

Established by the Borough Council at the initiation of Metuchen's Cultural Arts Commission, June, 2009, the Gallery is managed by a Director, who, along with a three-member Gallery Board, are appointed annually by the Commission.

Shows are hung seasonally.

Work submitted for exhibition consideration is reviewed during the month of October by the Gallery Director and Board. That group is interested in creating a diverse series of four high-quality exhibits. At least one of the exhibits may include a group, and artists who apply, may be invited to participate as part of that exhibit rather than be given a solo show.

Cultural Arts Commission
Borough Hall
500 Main Street
Metuchen, NJ 08840

metuchen's
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Annual Timeline:

SEPTEMBER 30

All Submission Forms
& Entry Discs

Due at Cultural Arts
Commission

November

Artists informed of
Exhibits determined
for the following year

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Prospectus

*Process for Submitting Work
for Exhibition Consideration*

Cultural Arts Commission
Borough of Metuchen
500 Main Street
Metuchen, NJ 08840
732.632.8502

Artists interested in exhibiting at *the rotunda* should **review** the guidelines below, **check** the Annual Timeline for receiving submissions, then **mail** the required material to the Cultural Arts Gallery Director.

Exhibition Guidelines:

1. Each artist who mounts an exhibit in the Rotunda must hang the show within the specified days of their assigned season during regular business hours, and remove the show within the assigned days during business hours.
2. Exhibits open the first Monday of January, April, July, October; each lasts 3 months.
3. The space is available for two-dimensional media only, no free-standing sculpture.
4. Each artist must include **13 works** in his/her show; they must be securely hung on the hooks provided; no portion of the work may extend from the wall more than six inches.
5. **The anchors in the wall are permanently affixed and no additional anchors may be added; no anchors may be removed or relocated.**
6. The artist will be responsible for any printed publicity about the show, as well as for hosting a reception if he or she chooses to have one.
7. Each exhibit must include: a brief bio of the artist in the clear frame provided and info about the work prepared in "take-away" format and placed in the available box.
8. Images included in the exhibit must be appropriate for a non-traditional gallery that is in a public space. Work deemed inappropriate will be removed.
9. All artwork and text must be presented in a highly professional manner; with work well-framed with no wires exposed and care taken with spelling and grammar in the text.
10. The artist must sign the waiver provided by the Gallery Director.

Because the anchors are permanent,
the following sizes must be adhered to if the exhibit is to properly fill the space:

- 2 pieces must be between 24" & 60" wide;
 - 2 pieces must be between 14" & 16" wide;
 - the other 9 can be only between 10" & 12" wide.**
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To have your work considered for one of the quarterly exhibitions during the coming year, mail the following before September 30:

1. Ten jpegs of your work on a disc
2. Your Artist's Statement w/ contact info including e-address & phone number.

**Gallery Director
Cultural Arts Commission
500 Borough Hall
Main Street
Metuchen, NJ 08840**

Any questions about the Gallery or the process don't hesitate to contact the current Gallery Director
Linda Vonderschmidt-LaStella
claysongs@aol.com