

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 Arts Council, June, 2009, the Gallery is managed by a Director, who, along with a three-member Gallery Board, are appointed annually by the Arts Council.

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.

Metuchen Arts Council  
Borough Hall  
500 Main Street  
Metuchen, NJ 08840

metuchen's  
GALLERY  
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**Annual Timeline:**

SEPTEMBER 30

All Submission Forms  
& Entry Discs

Due at  
the Arts Council

**November**

Artists informed of  
Exhibits determined  
for the following year

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*Prospectus*

*Process for Submitting Work  
for Exhibition Consideration*

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*Metuchen Arts Council*  
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 Arts Council 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.**

*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  
Metuchen Arts Council  
500 Borough Hall  
Main Street  
Metuchen, NJ 08840**

Any questions about the Gallery or the process don't hesitate to contact the  
2012 Gallery Director  
*Preeti Sabhota*  
[preeti\\_saho@yahoo.com](mailto:preeti_saho@yahoo.com)