



## **GUIDELINES FOR VISUAL ARTIST AND ART GROUP EXHIBITS**

Since 1978, Arts and Health has enriched and supported the healthcare environment by providing quality literary, performing and visual arts programming to the Duke Health community. We believe that access to the arts is essential for the health and well-being of patients, their loved ones, staff, volunteers, and visitors.

### **ELIGIBILITY:**

- Any artist, including patients and employees, may apply to exhibit.
- Any artist group or organization may apply to exhibit.
- From time to time Arts & Health contacts artists to exhibit in the medical center.
- Priority to exhibit is given to North Carolina based artists or those with a connection to Duke University Hospital.

**Our galleries are located in main public hallways of the hospital and clinics. These exhibits are viewed by patients, their families, visitors and staff. We have two separate exhibit spaces for artists and arts groups: The Arts & Health Galleries and the Morrison Exhibit Space.**

**Our intent is to exhibit work that is uplifting, provides a positive distraction and heightens the visitor experience at Duke University Hospital and its clinics. Please keep this in mind when selecting artwork for consideration.**

**Our goal is to make the exhibit experience successful for both the artist and the hospital. We encourage sales throughout the duration of the exhibit. Artists are provided the option to schedule a "Meet the Artist" event for patients and staff. Our staff handles all other sales when the artist is not on site.**

**We have made many observations in regards to sales in the hospital and clinic exhibit spaces that will be helpful to artists when selecting work for display.**

- The Arts & Health Gallery (54 linear feet), located in the concourse between Duke Hospital and the Duke Medicine Pavilion, averages approximately 700 people through the space per hour. We have found that artwork priced between \$10 (i.e. notecards and similar items) to \$300 are more likely to sell. We have sold higher priced works, but not as often. Therefore, we suggest artist to offer items and artwork with a range of price points.
- The Morrison Exhibit Space (7 ½ linear feet), located in the Duke Clinics Building near Clinic 1D, averages 500 people through the space per hour. This is a much smaller exhibit area and is more appropriate for smaller work like jewelry, ceramics, glass, etc. Sales price points for this space tend to range between \$10 and \$100, and we encourage at least 2 on-site "Meet the Artist" events associated with this space.

### **Important considerations:**

#### **Priority for Exhibits**

Priority may be given to artists and groups whom have not exhibited in the previous year to allow more artists the opportunity to exhibit.

#### **Length of exhibitions**

Exhibitions last, on average, 8 weeks.

### **Sales**

Arts & Health can accept cash or check payments for sales. Checks will be made out directly to the artist or group. Anyone wanting to purchase work with credit or debit cards will be put in contact with the artist or group. Artists may be asked to replenish their exhibit if a significant number of pieces are sold and/or the purchaser requests the pick-up of a piece prior to the end of the exhibit. Artists are expected to include any required taxes or fees in the list price on the label. Arts & Health will only collect the amount listed on the exhibit label. Artists are responsible for claiming and paying any necessary sales tax.

### **Contributions**

Arts & Health requests a contribution of 25% of all sales. This is paid to Arts & Health by the artist or group at the end, or within 4 weeks, of the exhibition end date. This amount is tax-deductible and donors will receive confirmation of their contribution.

### **Publicity**

Arts & Health uses the information you provide in your biography and artist statement to publicize your exhibit to the Duke community and to create signage for your exhibition.

### **Insurance**

Art works exhibited on loan are insured through Duke University's fine arts insurance policy which covers fire, vandalism, and theft. The policy has a \$1000 deductible clause and a maximum coverage of \$10,000 on any one item. Because of our limited budget, we regret that we cannot take responsibility for the \$1000 deductible. Additional insurance coverage can be arranged at exhibitor's expense if requested in advance.

### **Preparation of work**

All work must be clean and professionally finished, and be ready and safe for installation when delivered. Two-dimensional work must have secure wire or other hanging device installed on the back of the work. If canvases are not framed, the edges of the canvas should be finished with a solid color of paint. Works on paper should be professionally framed. If offering unframed prints, they should be sealed in clear cellophane with rigid backing. Three-dimensional work must be stable and not easily tipped over or otherwise disturbed. Each gallery location has varying size restrictions; please refer to the following website page for dimensions of each exhibit space, <https://artsandhealth.duke.edu/participate/artists/gallery-spaces>.

## **CHECKLIST for submitting your work for consideration**

Please submit the following:

- \_\_\_\_\_ Eight (8) – ten (10) digital images of the artist's work
- \_\_\_\_\_ Resume or CV
- \_\_\_\_\_ Short biographical statement (not more than 1 page)
- \_\_\_\_\_ Artist statement (one paragraph, please)
- \_\_\_\_\_ Arts & Health Artist Exhibit Application (including Exhibit Information and Price Range)

This information may be submitted electronically or on a CD or DVD. Electronic submissions emailed to:

[jennifer.collins3@duke.edu](mailto:jennifer.collins3@duke.edu)

## **Disk submissions send to:**

Arts & Health at Duke, Attention Visual Arts Coordinator  
DUMC 3017  
Durham, NC 27710

## **Review, Notification & Exhibit Agreement**

Exhibit Applications will be considered for the current and following calendar year, based on availability. Applications must be reviewed by the Arts & Health Advisory Committee, which meets quarterly. If your artwork is chosen for exhibition, you will be notified by Arts & Health staff, and will be sent an Exhibit Agreement specifying exhibit dates, location, and other pertinent details.