INSTRUCTIONS FOR SUBMISSION to INSOMANIA SALON SOIREE

September 30 – October 4, 2015

**Submission deadline: Saturday, September 19, 2015**

Submission details:

* **Theme**: Artworks must consider the notion of night, restlessness, dusk or dawn, or other interpretations of the title Insomnia. The work must meet the aesthetic standards of the gallery and comply with size limitations.
* An artist may submit one, two, or three works whose total size does not exceed 40” x 60”. Simply add up the lengths and widths of each work to get the total. A sculpture work must fit on 1 of the 6 plinths available at the gallery, or stand on its own and not exceed 2’ (two feet) square by 7’ (seven feet) tall. Inquire by email for plinth sizes.
* Submissions that pass Red Head’s aesthetic criteria will be accepted on a first come, first served basis until the gallery is filled to harmonious capacity.
* **Drop off**: If accepted, artwork should be dropped off during regular gallery hours from 12 noon to 5pm Wednesday, September 23 to Saturday 26th or mailed (no COD couriers and no international shipments). All shipping and crating costs for the artist’s work shall be the sole responsibility of the artist. The artist must ensure that works submitted by mail include return postage and packaging and arrive by Friday, September 25th.
* **Pickup**: All works MUST be picked up between 8 am and noon on Sunday OCTOBER 4th, 2015. The gallery is unable to store artwork beyond this date. Unclaimed works remaining after the pickup date become the property of the gallery.
* All 2D/wall work must be ready to hang/install and include necessary hardware. No artwork will be accepted that is larger than 40” x 60”.
* All work that is not 2D (flat, wall-hung), must be approved by the Gallery Director by phone or email. Approved works must include clear instructions for installation.

Submission requirements:

* Contact information: name, address, email and website (optional)
* 1 image for a 2-D work, 2 images for a 3-D work. Image format: jpeg, between 500K and 4MB. **Files must be named lastnamefirstname\_title.jpg.**
* Artwork details: title, size, media, year and price.
* $50 submission fee (non-refundable).

INSOMNIA 2015 SUBMISSION FORM

Please complete the submission form and email the word doc or PDF and accompanying artwork images as attachments to: submissions@redheadgallery.org

**Please save your submission form file as INSOMNIA\_lastname\_firstname.pdf or .docx**

**1. Artist Contact Information**

First Name:

Last Name:

Mailing address:

Email:

Website (optional):

**2. Support Material -** Please email as attachments accompanying your submission form.

- 1 image for 2-D work

- 2 images for 3-D work

**Image format: jpeg, between 500K and 4MB.**

**Files must be named lastnamefirstname\_title.jpg.**

**3. Artwork Details**

#1 Title:

 Media:

 Year: Size (inches): Price: $

#2 Title:

 Media:

 Year: Size (inches): Price: $

#3 Title:

 Media:

 Year: Size (inches): Price: $

**4. Statement – How work relates to INSOMNIA theme (optional)**

**5. Submission Fee**

$50 (non refundable) via Pay Pal link on Red Head Gallery web site.