

Small Treasures Prospectus

A. Milligan Gallery, Sequim, May 3-June 23

Venue: The A. Milligan Art Studio and Gallery is at 520 N. Sequim Ave. in a beautifully restored circa 1900 house adjacent to the Sequim Museum & Arts and across the street from Sequim High School. Gallery Hours: Monday – Friday 10:30 – 4:30, Saturday 10:30 – 4:00, Sunday closed.

Exhibition crew: [Caryl Fallert-Gentry](#), [Linda Carlson](#), and [Liisa Fagerlund](#).

Deadlines

Submissions are due April 1. Artists will be notified of selected pieces by April 8.

Important Entry Information

- This is a small venue, so we cannot guarantee that every submission will be accepted. Artists may submit multiple pieces.
- Wall spaces are narrow, so large pieces cannot be accommodated. Spaces are 18, 28, 30 and 48 inches in width with three spaces of 78, 84 and 115 inches. Widths of 40" or less are preferred. All but the narrowest spaces will have multiple pieces hung side by side. In considering length of pieces, be aware that the gallery rail is at 8 feet and we have the option to hang a piece below another piece.
- All submissions must be for sale.
- The show fee is \$20 for artists who have pieces accepted. This fee is per-artist, regardless of the number of pieces accepted, and is paid by artist when pieces are turned in. Pieces cannot be exhibited without payment.
- Commission is 25%.
- PFA will pay the \$50 exhibit fee referenced in the contract. (This is a single fee that covers some of Anne's costs.)
- Contracts must be signed by artists when pieces are turned in. (See pages 3-5.)
- Anne Milligan provides no insurance.
- Submissions need not be new work. Anne's preference is for pieces not repeating from The Fifth Avenue show in April, but it's not a requirement. Milligan retains the right to review submissions.
- Pieces that sell during the show can be removed only if replaced by similar pieces.

Hanging

- Gallery rail for hanging is at 8 feet.
- Framed pieces must be wired and wire should not show when piece is hung. Anne recommends that the wire be attached one-third of the way from the top.
- No sawtooth hangers.
- Extremely limited space for small 3-D pieces on six glass shelves, each 10 x 16, that can be stacked. Most items would be displayed below waist level. No cabinets for more secure display of jewelry or other small items.
- No plinths are available.

Labeling

Each piece must be labeled on the back with title if any, artist's name and contact information, and price. Add any other information necessary.

Entry requirements

Email the following to caryl@bryerpatch.com. In the subject line of your email, type "Milligan Entry." (This is important as multiple exhibits are being curated at the same time.)

If the size of your email exceeds 15MB, send the photos in separate messages. Send the following information in the text of an email or as a Word document. **NO PDFs.**

- Artist's name as you wish to appear in show signage and publicity.
- Complete postal address, so that the gallery can send you a check if your piece sells. Only your city will be used in press releases.
- Phone numbers: landline, cell or both.
- Email address for PFA and gallery use.
- Website, Pinterest, Facebook, Blog or other social media: optional, to be used in publicity and for gallery.
- **Photos:** at least 7" in size (at 300 dpi) or 2100 pixels on longest side. For help with photography, contact Caryl, who can arrange to photograph your piece(s) at no charge. Provide two photos: one full image showing all edges of the piece, and if framed, the edges of the frame; and one close-up detail photo.
- Title of piece. No all caps, no quotation marks.
- Size: width x height (e.g, 18" x 21")
- Retail price
- Materials and techniques
- Artist statement: What you'd say to a gallery visitor about your inspiration and process. Anne will compile the artist statements (to include a photo of the artwork) into the notebook that she makes available.
- Biography and head shot (optional): We will use the information saved from previous shows unless you have an update or have not previously submitted information. Photos should be about 2" square, head and shoulders only, facing the camera, without sunglasses or hats. Caryl is glad to do a head shot if one is needed. Bio should be submitted in paragraph form rather than bullet points; See what others have submitted at: [Meet Our Members — Peninsula Fiber Artists \(sda-np.com\)](http://sda-np.com).

Anne will create the title cards with our information: Title, medium, artist name, size and price. Only title cards will appear on the wall by pieces.

Installation and Takedown

Selected pieces can be delivered to (1) April 10th PFA meeting at Fort Worden; to (2) Kathie Cook after the meeting or (3) on April 29, at the beginning of the installation work party (time TBD, probably 1 p.m.) following takedown at The Fifth Avenue gallery (that will begin at 10 a.m.). The official opening date is May 3, and takedown is June 24.

Publicity

Anne will host an opening reception on Sequim's May First Friday, May 3, and will offer refreshments on the June 7 First Friday. Artists are encouraged to attend both events.

She maintains a mailing list of approximately 100 names. She also submits information to Renne Emiko Brock, who coordinates the First Friday publicity. For this she will need information and a few photos by April 12. Linda will also submit a press release to KSQM, the Gazette, PDN and Leader, and to the Port Ludlow, Bainbridge and Poulsbo papers as appropriate. Merrie Jo will publicize on the PFA website. The leadership team will publicize on the Facebook page and the listserv that is available to all members. Artists are encouraged to share the press release and other posts on their social media.

Calendar:

- Entry deadline: April 1
- Notification of work selected: April 8
- Delivery of work:
 - April 10 PFA meeting Fort Worden

- April 10-28: Kathie Cook's home – Sequim (call or email to make arrangements) 907-978-7030, kathie.l.cook@gmail.com
 - April 29: A. Milligan Gallery, 520 N. Sequim Ave. 1pm
- Show opening: Friday May 3, 5-8pm
- First Friday art walk: June 7, 5-8pm
- Last day of show: June 22
- Deinstallation: June 24 (time TBA)