



GALLERY ONE EXHIBITION GUIDELINES

LOCATION

[Loudoun Government Center](#)

1 Harrison Street SW, Leesburg, Virginia 20175

Hours: 8:30am to 5:00pm EST Monday-Friday

Closed: Saturday, Sunday, and [County holidays](#)

GOVERNMENT CENTER ENTRANCE & SECURITY SCREENING

The main entrance to the building is in the courtyard adjacent to the Government Center garage, accessed off Loudoun Street. All visitors to the building must pass through a security screening. Learn more about the security screening and prohibited items here:

[Security Screening in County Facilities | Loudoun County, Virginia](#)

PARKING

Free public parking is available on the first level of the Government Center Parking Garage and at the Pennington Lot and Garage located at 210 Church Street NE, Leesburg. Paid parking is available in the Church Street Parking Lot adjacent to the Government Center Parking Garage. Artists may request permission from the building security staff to use the loading dock in front of the building.

ART ADVISORY COMMITTEE

Gallery One exhibits are coordinated by the Loudoun County Art Advisory Committee (AAC), which is appointed by the Loudoun County Board of Supervisors. The AAC is responsible for exhibiting work by Loudoun artists along with maintaining and exhibiting the County's permanent art collection. For more information about the committee visit:

[Art Advisory Committee](#)

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EXHIBITION POLICIES

Proposals for exhibits at Gallery One are submitted through the [AAC website](#). There is no fee to apply or exhibit at Gallery One. Applications are accepted on an ongoing basis and voted on at AAC meetings as they are received. Artists unable to apply online should contact the [Arts Curator](#). Artists must reside in Loudoun County to apply for an exhibition. Artists who have shown at Gallery One previously must wait six months from their last exhibit to apply for another show. Applicants less than 18 years old will need a signed waiver from their parent or legal guardian.

The proposal will include:

1. Artist's name, address, phone number, email address, website, and social media tags (if available).
2. Five to seven images of proposed work. Each image should be labeled with the artist's name, title, and medium of work. (smith.jane.flowers.watercolor.jpeg) Submit clear, high-resolution images. Images should be only of the artwork on a neutral background. Limit images file size to 10MB maximum. Artwork is accepted in zip, mp3, wma, mpg, jpg, jpeg, png, tiff, mov, or mp4 format only.
3. Statement of intent for the exhibition. The statement should detail the concept of the proposed exhibit and a description of the artistic process. Please limit this to 500 words maximum. Statements are accepted in pdf, doc, or docx format only.
4. An inventory of the submitted images. The inventory must include the artist's name, title, medium, dimensions, value, and year made of each work. Inventories are accepted in pdf, doc, docx, xls, xlsx, or csv format only.
5. A brief biography of the artist. Please limit this to 500 words maximum. Biographies are accepted in pdf, doc, or docx format only.
6. The months the artist is available to exhibit.
7. An artist curriculum vitae. Five-page limit in pdf, doc, or docx format only. (optional)

The artist is not required to hang the exact works presented for review; (except for open calls for art) however, the exhibit must reflect the style and theme of works submitted. Artwork not reflecting that submitted may not be hung at the discretion of the Arts Curator. Gallery One only accepts original artwork made solely by the artist. No artwork should use copyrighted images or information without express written approval.



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Gallery One will provide labels for each work on display. Labels are made by the Arts Curator from the inventory submitted by the artist. Artists should indicate on the application how their name should read for labels and social media. Artists are responsible for delivering works exhibited at Gallery One. The artwork accepted for exhibition must be hand delivered and may not be shipped to Gallery One, nor will it be returned by mail.

The County will not conduct sales of art from exhibits in Gallery One. Artists may provide contact information for patrons to reach them directly about the sale of art. This information should be listed in the artist's information in the display folder. Prices of artwork will not be displayed on the labels. Pricing information may be included in the artist information in the display folder. No artwork may be removed from the show before the designated end of the exhibit.

Exhibits will be installed and deinstalled during County Government business hours on dates correlating to the exhibition schedule. Artwork not received on designated installation days will not be hung.

All packing materials for art should be removed by the artist on the day of delivery. There is no storage space at Gallery One. Packing material left behind will be discarded.

Exhibits will be hung and curated by the Arts Curator. The Arts Curator will strive to incorporate the artist's input into the exhibition layout. Artists may not rearrange the art once the installation is complete. The final placement of the artwork is at the sole discretion of the Arts Curator. The County reserves the right to prohibit the display of art that, in their estimation, is not suitable for all ages.

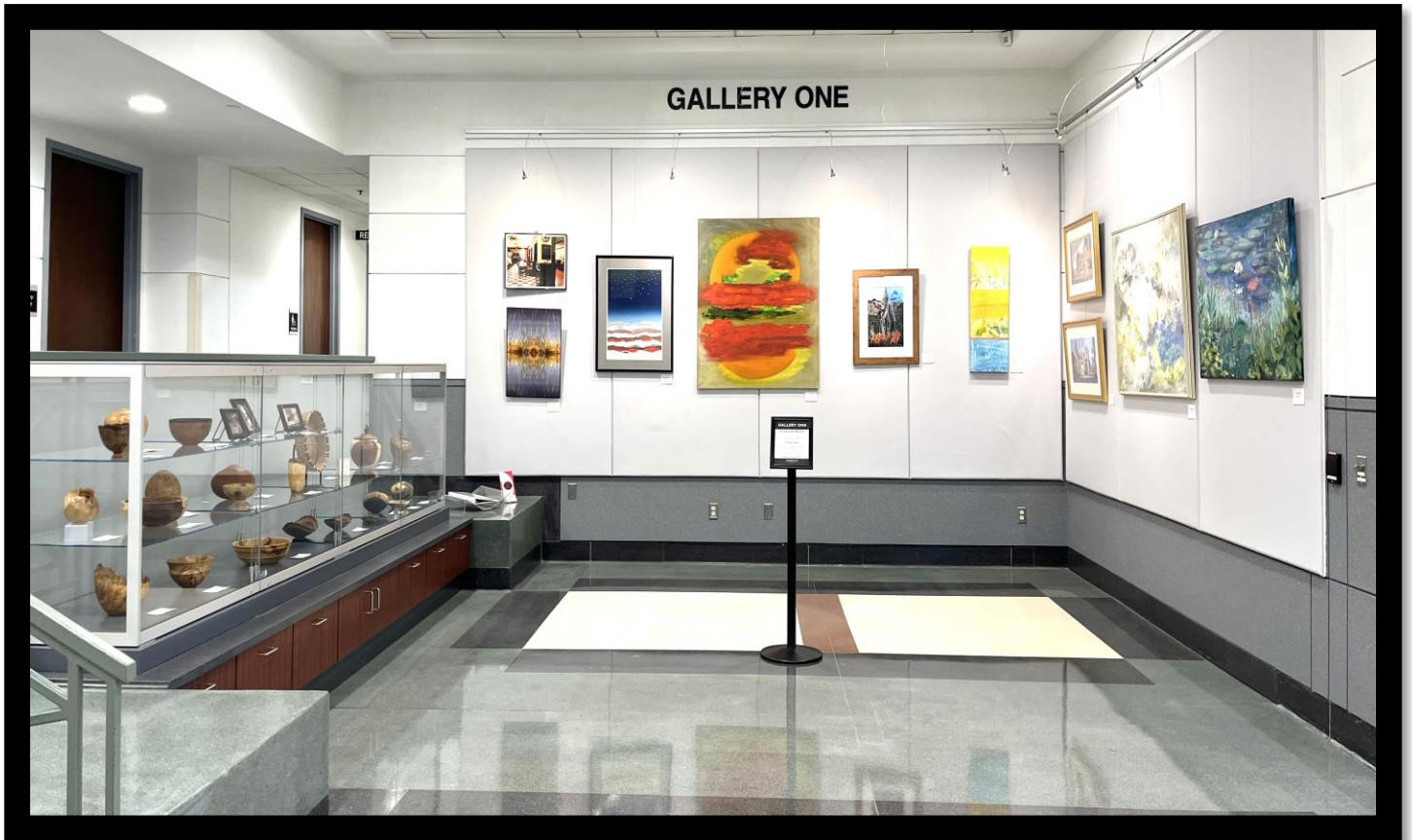
Artwork must be picked up on the designated deinstallation date or through prior coordination with the Arts Curator. The County will not provide storage of artwork. Artwork not picked up within 10 days of deinstallation becomes property of the County.

Loudoun County

VIRGINIA

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EXHIBITION SPACE



Gallery One

Gallery One has 128 square feet of wall display space on seven panel walls. Each wall panel is 4' W and 8' H. Gallery One uses the STAS picture hanging system for 2D art.

Gallery One has a locked exhibit case suitable for 3D art or smaller 2D work. The case has 4 compartments with glass shelves. Each case measures 3' H x 3' W x 2' D. Gallery One has 250 square feet of floor space which can display larger sculptures. Sculptures should not present a safety hazard and must allow proper egress in compliance with county fire code.

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EXHIBITION SPACE

Gallery One has a pedestal display stand for the exhibition information sign. The information sign will be designed by the Arts Curator. Artists are requested to provide an artist biography and an artist statement about the exhibition which will be displayed in the artist folder. Artists may also submit additional information about themselves and their art for display in the folder. Artists must submit this information in digital format to the Arts Curator four weeks prior to their exhibit. The County reserves the right to edit any information submitted for grammatical errors or clarity. All artists must also include an inventory of their submitted works, fill out a loan form, and sign a release supplied by the County. All art submitted for display at Gallery One must adhere to the framing standards explained below. Works that do not adhere to the Gallery One framing standards may not be displayed.



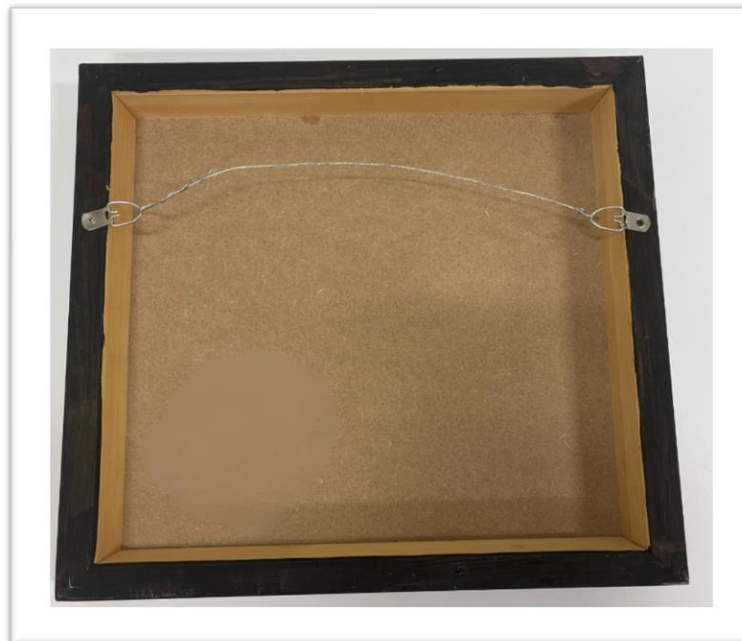
STAS picture hanging system in Gallery One

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FRAMING STANDARDS

Two-dimensional works must be securely framed with screw eyes or D-Rings and wire firmly attached to the frame itself. Wiring should not be attached to the backing of the piece. Art should have sufficient wire, tightly wound, and use appropriately sized screws that will not pull out of the frame. Wires should be attached $\frac{1}{3}$ from the top of the artwork. Mats must be clean and evenly cut. Still wet or incomplete work will not be exhibited. We recommend using a point driver for wood frames. Gallery-wrapped canvases may be submitted without a frame but must be wired for hanging. Unframed art must have finished edges. The Arts Curator reserves the right to reject a piece due to poor framing.

Three-dimensional work should be stable and sized to fit within the glass cabinet. Gallery One does not provide display stands for 3D art. If 3D art requires a specialized stand, this must be provided by the artist. Artwork with specialized installation instruction which cannot be accommodated by the STAS hanging system or the glass cabinet must be cleared with the [Arts Curator](#) prior to installation.



Correctly Wired Painting

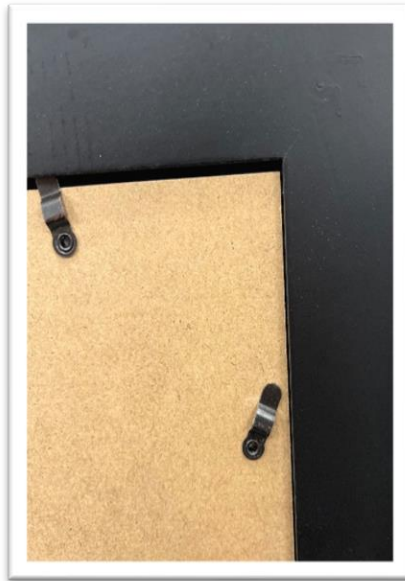
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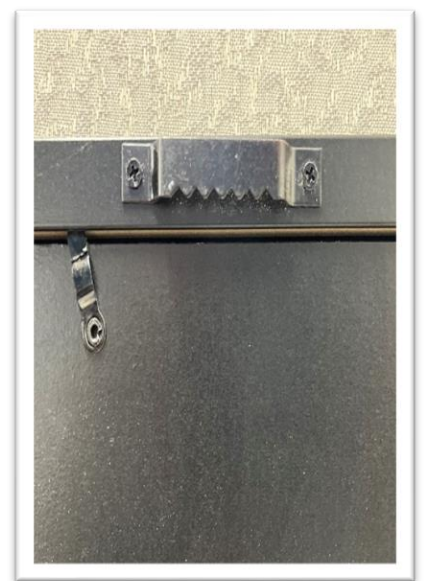
Unacceptable hanging apparatus



Spring clips



Not point driven backing



Saw-tooth hanger



Taped to frame



**Saw-tooth hanger
attached to backing**



Clip frame



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MARKETING

The Arts Curator will write a press release about the exhibition which will be sent out by the Communications Manager for Loudoun County Parks, Recreation and Community Services (PRCS) on behalf of the County. PRCS will also create social media posts about the exhibit. The artist is encouraged to post on their personal social media sites about the exhibition.

INSURANCE

County of Loudoun carries Exhibition Arts Floater insurance that insures an exhibition for up to \$100,000. For coverage to apply artists must submit an inventory of items in the exhibit with the values for each piece listed. Artists are responsible for a deductible of \$250 if and when a claim is filed.

LOUDOUN COUNTY ARTS CURATOR

Stena Fullmer
(571)367-8594
stena.fullmer@loudoun.gov