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 Medicine 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.

Statement of purpose
Art is often the most visible and noticeable aspect of the hospital’s environment. We strive to exhibit artwork that fulfills our mission and goals.

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.
- We exhibit primarily the work of North Carolina artists or work with a regional theme.

Qualifications
Exhibits should:
+ have a healthy and harmonic outlook,
+ bring beauty to the healthcare environment.
Exhibits should not:
- have any negative medical connotation,
- be confusing, confrontational or depressing.

Important considerations
Exhibition sites (see companion document)
There are 2 exhibition venues for artists at Duke Hospital: The Arts & Health Galleries located in the Concourse between Duke Hospital North and the Duke Medicine Pavilion, and the Clinic 1D Display Case located in the First floor Clinic Corridor. 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, 6-8 weeks

“On-Site” requirements – ONLY FOR CLINIC 1D DISPLAY AREA
Exhibiting artists in the Clinic 1D Display Area are expected to be “on-site” with your exhibit at least four times during your show to help sell, provide demonstrations, and/or be available to discuss your work with patients, visitors, and staff. Selling your work directly from the showcase is encouraged during these times, as long as it can be replaced with another appropriate work. Selected artists will be loaned a key to this display area during the duration of your exhibit. If the key is lost by the artist, there will be a fee to reproduce.
**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 of 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 donation 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. Exhibits that feature individual artists within an artisan group or cooperative must calculate and pay commissions for all participants in one check.

**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 DRY & READY TO DISPLAY SAFELY. All two-dimensional work should be ready to hang with wire or other hanging device on the back. Oil and acrylic paintings should be framed. Works on paper should be either framed or braquetted under glass or plexiglass. Three-dimensional work must be stable and not easily tipped over or otherwise disturbed.

Individual venues have varying size restrictions; please see accompanying document.

**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

**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. All 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.