

an artful evening

WEDNESDAY, NOVEMBER 4, 2020



SILENT ART AUCTION PROSPECTUS, RULES FOR ENTRY & ENTRY FORM FOR AN ARTFUL EVENING AT THE ALBANY INSTITUTE

The Albany Institute of History & Art seeks original artwork from Capital Region artists for a silent auction to accompany An Artful Evening. This event combines our two signature events - Museum Gala and Work of Art - into our only fundraising event of the year. The silent auction will celebrate and promote one of the Capital Region's greatest assets: its vibrant community of artists. The event will be held either in-person at the Albany Institute or virtually on Wednesday, November 4, 2020.

Participating artists will receive 50% of the proceeds of any work sold at the event; the remaining 50% will support the Albany Institute of History & Art's ongoing programs and exhibitions. Artists whose work is selected receive a complimentary ticket to the event and a discounted guest ticket. The Albany Institute will follow all state and local Covid-19 guidelines, which may affect some of the requirements listed below, including holding the event virtually rather than in person.



2020 MUSEUM GALA & WORK OF ART
ALBANY INSTITUTE OF HISTORY & ART

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RULES & FINE PRINT

ENTRIES

All entries must be original works. All entered works must be for sale.

MEDIA

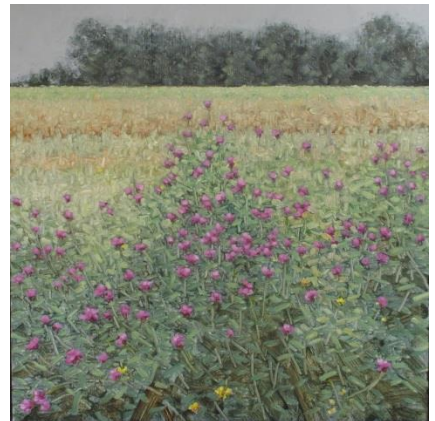
The Albany Institute considers art in any medium for entry. However, due to the limitations of the venue and the nature of the event, video and performance art cannot be accommodated. Please consider that, while there is no minimum or maximum size for submitted art, extremely large works may be difficult to accommodate and run a greater risk of not being accepted. All works should be suitably framed and ready to hang if necessary. The museum will provide pedestals for three dimensional works.



Willie Marlow, Lava Flow
Archival Pigment Print - Submitted 2018



Victoria Palermo, Stacked Greens
Acrylic resin and pigment on boards - Submitted 2019



Thomas Sarrantonio, Wish List
Oil on Wood Panel - Submitted 2018

DEADLINES & NOTIFICATIONS

Friday October 2: Entry Deadline

Please complete the attached entry form and see details for submission.

Wednesday, October 16: Artist Notification

Artists will be notified via email or phone by this date if their work has been accepted.

Thursday & Friday, October 22-23: Receiving Artwork

Artwork should be dropped off at the Albany Institute of History & Art between 9:30 a.m. and 4:30 p.m. on Thursday, October 22 and Friday, October 23. If special arrangements need to be made, please contact Ellie Burhans at burhanse@albanyinstitute.org.

Wednesday, November 4: An Artful Evening Event

We hope that you join us for the party either in-person or virtually!

Wednesday, November 18 – Friday, November 20: Pick Up of Unsold Art

Artwork should be picked up at the Albany Institute of History & Art between 9:30 a.m. and 4:30 p.m. on Wednesday, November 18 and Friday, November 20. If special arrangements need to be made, please contact Ellie Burhans at burhanse@albanyinstitute.org.

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ENTRY REQUIREMENTS

All entries must be received by Friday, October 2 at 5 p.m. and must include the following components:

1. Signed Entry Form
2. A digital print of each entered work
3. Artist's resume

All entries should be submitted online or by mail to:

Ellie Burhans
Development Manager
Albany Institute of History & Art
125 Washington Avenue
Albany, NY 12210

For online entries: Email all materials to burhanse@albanyinstitute.org.

Questions? Contact Ellie Burhans at burhanse@albanyinstitute.org or (518) 463-4478 ext. 402.

ENTRY FORM INSTRUCTIONS

Incomplete forms will not be processed.

- Please complete Media, Title, Dimensions (for sculpture as displayed include depth and weight)
- List two prices for each work: Opening Bid Price and Retail Sale Price. The minimum Opening Bid Price must be at least \$150. Please see pricing on page 4.
- Complete and sign the form, indicating your agreement with the rules and regulations

PHOTOS

To enable us to plan for the display of artwork, please send high resolution color print of each work with your entry materials. **All images submitted must be digital.** Label each photo with artist's name, title of work, medium, dimensions, entry number. Avoid distracting background objects and frames in the photo.

For digital photos, please follow this example for labeling: daVinci_MondaLisa_Entry3 and email to Ellie Burhans at burhanse@albanyinstitute.org in jpeg, png, or tiff format. Digital material may be displayed on the Albany Institute website prior to and after the event. This will give patrons additional time to preview works.

EXHIBITION

All accepted work must arrive appropriately framed, matted, and/ or mounted with protective packaging. Sculpture and other unframed art must be accompanied with the necessary materials, including any protective packaging. For the protection of the work of other artists, no sawteeth, clamps, or protruding screw eyes may be used. Please tape wire ends. The Albany Institute assumes total design control of the exhibition.

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ART SALES & PRICING

Buyers will purchase artwork at the An Artful Evening silent auction, through Albany Institute staff. Artists will receive 50% of the proceeds of any sales of their works, to be paid not later than sixty days after the event. Artists give the Albany Institute exclusive right to sell exhibited work through Friday, November 13, 2020. Unsold artwork should be picked up between Wednesday, November 18, 2020 and Friday, November 20, 2020.

Artists set all prices. Please list an Opening Bid Price AND Retail Sale Price for each piece.

1. The Opening Bid Price should not be lower than \$150.
2. The Retail Sale Price should be higher than the Opening Bid Price. It should be the price you would list the piece for in a retail (non-auction) environment.
3. The average price point for work sold is approximately \$250 to \$350.

QUESTIONS & CONTACT INFORMATION

If you have any questions about the art submission process or the event, please contact:

Ellie Burhans
Development Manager
Albany Institute of History & Art
(518) 463-4478 ext. 402
Or email: burhanse@albanyinstitute.org

PLEASE SEE THE NEXT PAGE FOR ENTRY FORM

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2020 AN ARTFUL EVENING SILENT ART AUCTION ENTRY FORM

Digital submission of this form is preferred.

Please remember that images should be emailed to burhanse@albanyinstitute.org.

ARTIST'S NAME: _____

ADDRESS: _____

CITY STATE ZIP: _____

E-MAIL: _____

PHONE: _____

___ I wish to donate 100% of the proceeds of the sale of my work to the Albany Institute.

ENTRY #1

Title: _____

Media: _____

Image Dimensions: Height _____ Width _____

Framed Size: Height _____ Width _____

For Sculpture: Depth _____ Weight _____

Opening Bid Price (min. \$150) _____ Retail Price _____

Year piece was completed _____

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Title: _____

Media: _____

Image Dimensions: Height Width

Framed Size: Height Width

For Sculpture: Depth Weight

Opening Bid Price (min. \$150)	Retail Price
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Year piece was completed

By my signature below, I hereby agree to the rules, regulations and timelines as printed on this entry form. I release Albany Institute of History & Art, its directors, agents, and employees from any liability whatsoever resulting from any aspect of handling, transporting, shipping, exhibiting, storing, or selling of artwork and acknowledge I am responsible for my own insurance. I assign the Albany Institute the exclusive right to sell exhibited work during the event. I allow, without compensation, but with acknowledgement, reproduction of entered pieces (photos taken of pieces) by Albany Institute for publicity, website, program and show related use.

Signature

Date

Print Name _____

- ☐ This completed form
- ☐ Entry photos emails to Ellie Burhans at burhanse@albanyinstitute.org
- ☐ Artists Resume

For AIHA Use Only

Date Received:

Application Status: