

# WORK *of* ART

at the  
ALBANY INSTITUTE  
OF HISTORY & ART

## SILENT ART AUCTION PROSPECTUS, RULES FOR ENTRY & ENTRY FORM FOR WORK OF ART AT THE ALBANY INSTITUTE

The Albany Institute of History & Art seeks original artwork from Capital Region artists for a silent auction to accompany the 2021 Work of Art fundraising event in honor of Tammiss K. Groft. The silent auction, the centerpiece of the evening, will celebrate and promote one of the Capital Region's greatest assets: its vibrant community of artists. The event is planned to be held on Wednesday, November 3, 2021 at the Albany Institute.

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. All artists will be notified in there are any changes or updates.



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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



Amy Silberkiet, Woods Road, March Snow  
Lithograph - Submitted 2020

### DEADLINES & NOTIFICATIONS

~~Wednesday, October 6: Entry Deadline~~ **Deadline is now Tuesday, October 12!**

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

#### Friday, October 15: Artist Notification

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

#### Thursday & Friday, October 21-22: Receiving Artwork

Artwork should be dropped off at the Albany Institute of History & Art between 10:00 a.m. and 4:30 p.m. on Thursday, October 21 and 10:00 a.m. and 4:30 p.m. Friday, October 22. If special arrangements need to be made, please contact Ellie Burhans at burhans@albanyinstitute.org.

#### Wednesday, November 3: Work of Art

We hope that you join us for the party!

#### Thursday & Friday, November 18-19: 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 Thursday, November 18 and Friday, November 19. If special arrangements need to be made, please contact Ellie Burhans at burhans@albanyinstitute.org.

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## ENTRY REQUIREMENTS

All entries must be received by Tuesday, October 12 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 [burhans@albanyinstitute.org](mailto:burhans@albanyinstitute.org).

Questions? Contact Ellie Burhans at [burhans@albanyinstitute.org](mailto:burhans@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 [burhans@albanyinstitute.org](mailto:burhans@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 Work of Art 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 12, 2021. Unsold artwork should be picked up on Thursday, November 18, 2021 or Friday, November 19, 2021.

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: [burhans@albanyinstitute.org](mailto:burhans@albanyinstitute.org)

**PLEASE SEE THE NEXT PAGE FOR ENTRY FORM**

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## 2021 WORK OF ART SILENT ART AUCTION ENTRY FORM

Digital submission of this form is preferred.

Please remember that images should be emailed to burhans@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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## ENTRY #2

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 \_\_\_\_\_

## AGREEMENT

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

## ENTRY CHECKLIST

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

\_\_\_\_\_  
For AIHA Use Only

Date Received:

Application Status: