

ThinkSmall10 Exhibition Prospectus

You are one of over 700 national and international artists invited to submit a work of art in any medium no more than 3 inches x 3 inches (x 3 inches, if three-dimensional) to ThinkSmall10, the Biennial International Invitational Miniature Exhibition held at **artspace** in Richmond, Virginia. If you participated in one or more of the past ThinkSmall invitationals, we're glad to have you back again. If this is your first time, we're happy to have you join us for ThinkSmall10. Visit our website at artspacegallery.org/ts10 or [click here to confirm your participation in this year's event now!](#)

Exhibition Dates: Friday, November 8th, 2019 through Sunday, December 15th, 2019

Gala Preview Reception: Thursday, November 7th, 2019 from 6 to 9pm. Each participating artist can purchase two (2) tickets to the Gala Preview at the discounted price of \$15 each.

Exhibition Opening: Friday, November 8th, 2019 from 6 to 9pm. Free and Open to the Public

Due Dates for Submissions: Work may be dropped off or delivered to **artspace** from Wednesday, October 9th, 2019 through Sunday, October 20th, 2019 during the gallery's regular hours, noon to 4pm. The gallery is closed on Mondays during this time. Additionally, work can be dropped off or delivered to **artspace** Wednesday, October 30th through Sunday, November 3rd, 2019, noon to 4pm.

Any work that is not delivered to **artspace** by 4pm on Sunday, November 3rd, 2019 is subject to exclusion from the exhibition. If special arrangements are needed for delivery or installation please e-mail Santa De Haven at santa53@hotmail.com or thinksmallart@gmail.com. **artspace** is not responsible for damage during transit of your artwork to and from the gallery. All artwork submitted must be for sale. **artspace** actively encourages sales and will retain a 50% commission from work sold. All proceeds from sales benefit **artspace**, a 501(c)3, non-profit.

Delivery Services: We recommend UPS or Federal Express as the most reliable methods of delivery. Indicate afternoon delivery. The artist must pay all shipping costs, to and from **artspace**. If you use the United States Postal Service do not ship with a service that requires a signature. Priority Mail provides a tracking number and automatically insures your shipment for \$50.00 and does not require a signature upon delivery. Please provide a method of payment for return shipping.

Shipping address: artspace, East 4th Street, Richmond, VA 23224, USA

Return Dates: Pick up of hand-delivered work can be made 2-6pm Sunday, December 15, 2019, and on Monday, December 16th and Tuesday, December 17th from 1-5pm. The gallery will be closed for the Holidays after Tuesday, December 17th until Wednesday, January 15th, 2020. If you need to make special arrangements for pickup contact Santa De Haven at: santa53@hotmail.com

Regular gallery hours will resume with our Fourth Friday Opening on January 24th, 2020. Shipped work that is unsold will be returned by the same carrier, in the same container between January 15th and January 24th, 2020 if return shipping has been provided.

Insurance: Your work is insured while on view at **artspace**; however you may wish to insure your work during transit.

Sales: To encourage sales we request pricing your work under \$400. Please do not submit work priced lower than \$50. All work submitted must be "For Sale." The Think**Small10** Biennial is a major effort to raise operating funds for **artspace** through sales of work. If you would like to donate a larger portion of your sales, please indicate this on the Artwork Submission Form.

Limited Liability: Unless prior arrangements have been made, any unsold artwork that has not been returned to or picked up by the artist by Sunday, February 2, 2020 will become the property of **artspace**.

Read the following **Guidelines** carefully; **work must not exceed 3 inches (7.62 cm) in any dimension** (height, width and depth). There is no minimum size. Work may be of any shape (rectangular, circular, etc.) and medium (drawing, painting, photography, sculpture, etc.)

One piece per artist. Two pieces may be submitted if part of a series, and **MUST** be the same medium and subject matter. **Frames or displays may not exceed 12 inches (30.48cm) in any dimension.** 2D works should be framed and wired, ready for hanging. Framing is not required if the work can be exhibited without a frame, such as work mounted on panel, metal, or Gatorboard, or gallery wrapped canvases, for example. **Only one 2-dimensional image is allowed for each frame and frames should not be modified so that they appear to be a part of the image.** When shipping framed work use only Plexiglas.

Artwork must remain in the gallery for the entire exhibit. Early withdrawals will not be considered.

Work that does not meet the guidelines in this prospectus may be excluded from the show at the discretion of the Curator. When your work is completed, please fill in two (2) Artwork Submission Forms. Attach one to the work submitted and attach one to the packaging. Mail or hand deliver your work to **artspace** during the specified delivery periods.

Online Catalog: To have an image of your work included in the Think**Small10** online catalog on the **artspace** website at artspacegallery.org, please upload a photo (.jpg or .png no larger than 2MB per file) of your work with your Artwork Submission Form along with all requested information (title, medium, size and price).

This Exhibition Prospectus and the Artwork Submission Form are also available at **artspace** gallery online at: artspacegallery.org/ts10

SHIPPING ADDRESS: artspace, 0 East 4th St., Richmond, VA 23224, USA

thinksmallart@gmail.com - **artspace** - 804-615-3748

Santa De Haven, Think**Small10** Committee Chair and Curator - santa53@hotmail.com

artspace is a non-profit gallery for the visual and performing arts promoting the understanding and awareness of contemporary art.