

Your submission to the 6th Annual DRAWN exhibit at Manifest - jury results final (response requested by selected artists ASAP)

From: Jason Franz (jason@manifestgallery.org)

Cc: baker@manifestgallery.org; erin@manifestgallery.org; jason@manifestgallery.org

Date: Monday, March 18, 2019, 04:02 PM CDT

Dear artists,

*** **Please** email a **reply to all** to confirm your receipt and understanding of this message.

I'm very pleased to say that **your work has been selected for inclusion in our 6th Annual DRAWN exhibit** at Manifest Gallery. **Congratulations!**

Thank you so much for submitting your work for consideration. Our jury process for this exhibit has resulted in the final selection including a set of 43 works by 33 artists from across the U.S., Norway, and Canada, including coast to coast U.S. states as well as Hawaii. We received 542 entries for this project.

As I've mentioned previously we design the exhibit to-scale before making the final decision so we can be sure how things fit and how they relate in space. It's a truly painstaking process. **This is why we must be able to rely on your commitment to supply the works, as represented by your submission of the entry form exhibition agreement. It is also important that your sizes as provided on your entry form are correct based on the images sent. (For example, your sizes provided should not be the framed size if the images did not show the frame.)**

Please confirm back to me (reply to all) if you can attend either the **Special Preview reception on the evening of April 18th (7-9pm)**, or the **Public Opening on the evening of April 19th (6-9pm)** or both. The *Preview* is intended to be more intimate, with special refreshments, and attracting fewer (but art-serious) visitors. The Public Opening, on the other hand, happens simultaneous with our historic district's *Walk on Woodburn*, and attracts many people, randomly visiting the gallery as part of a larger community-wide event but is less of a production on our part. Manifest's openings are the anchor for this community event. (We realize and understand that many of you will *not* be able to travel to Cincinnati for either event, but knowing whether to expect you would be helpful. A growing trend for our exhibits is that a number of artists do travel to visit and participate in our receptions, while also taking some time to explore Cincinnati.)

A Special Invitation! (If you ARE planning on being in Cincinnati for the opening):

We recently expanded our Open Figure life drawing sessions at our Drawing Center facility (about 6 miles east of the gallery) to include a Friday lunch time session from 11:30am to 1:30pm. We warmly welcome any of you who are in town and interested in experiencing Manifest's Drawing Center to join us for the life drawing session on Friday April 19th free of charge as our special guest (exhibiting artists). My suggestion would be to show up around 11:15am, but you could arrive any time during the session to join in if timing is difficult.

The culture and energy at our educational Drawing Center is parallel to, but different from, that of the Gallery. For those who can experience both, especially anyone from outside our region, would be to get a much fuller understanding of what our organization is about. You can learn more about our Drawing Center programming at www.manifestdrawingcenter.org. You can see a map of the D.C.'s location

at <https://goo.gl/maps/KYeqJb7GdR72>. You can get more details by emailing our Center Coordinator Adam Mysock at mysock@manifestdrawingcenter.org.

We would like to request your quick response confirming your full understanding of this notification and our exhibition timeframe (again, please reply to all). We have a lot relying on your prompt followthrough to make this an exceptional exhibition.

Please note your work(s) which have been selected **are specified via a confirmation webpage (instructions provided at the bottom of this message).**

(Please see important notes below.)

IMPORTANT NOTES:

HI-RES PRINT-QUALITY IMAGES + STATEMENT:

In order to construct our PR and to begin the layout of your chapter in our season's Manifest Exhibition Annual (MEA) we will need hi-res print quality images ASAP. **The minimum specs for images are 10" or larger in the smallest dimension and 300dpi saved as highest quality jpeg (or TIFF) with no previous down sampling to a lower quality.** PLEASE be sure works are in RGB color space. If ever in doubt, larger and better quality images are preferred by default. Detail images are also welcome as needed. Video works should be represented by three to four still images, formatted for printing.

Let me know if you have any questions about this at all. If we cannot get acceptable quality images for print the work will not be included in the MEA season-documenting publication.

We are using Dropbox's FILE REQUEST tool to collect materials from exhibitors. Please prepare all images for print and your artist's statement with each filename labeled with **your last name. Use this link to access the file upload page:**

<https://www.dropbox.com/request/3sKZHQCjWuVGwloIV7dg>

If you have questions or any trouble with this process, please let us know.

As our prospectuses explain, we produce a once-per-year season-documenting publication that will be a very large hardcover volume (and we think a very meaningful compendium of the full exhibit season). Exhibiting Artists will have the option of purchasing the Manifest Exhibition Annual (MEA) for the season in which their work is exhibited, at half price once printing is scheduled. Solo exhibitors receive one copy of the MEA for free. The publication will be designed and printed during the first half of the following season, and expected to ship by the following spring. (Manifest's exhibit season runs September to September each year. Visit Manifest Press on our website to see past catalogs (the old style catalogs) and our award-winning INDA, INPA, and INPHA books. The MEA process is taking longer than planned, but by the end of season 15 we should be up to speed on this annual series.

ARTIST'S STATEMENT:

A short (about 100-200 words, more or less) statement about your work on view in relation to the theme or your

work in general is also requested. **Please upload the statement with your hi-res images.** Be sure the filename is labeled with YOUR **LAST** NAME. Also be sure that grammar and spelling are correct as these may be posted in the gallery or used for PR or the publication. In other words assume the world will be reading.

PRESENTATION:

Some of the flat works in this show may be matted and/or framed under glass/plexi. Because of the variability of such presentation choices, we want to be sure you are aware of our preference for simple non-ornate frames of a neutral color (natural, white, black, etc.)—but please, no cheap ‘poster’ frames—smooth white mats, and most importantly choices that present the work as professionally as possible. Obviously many frame/presentation choices are determined as an extension of the artwork, so we respect the creative decisions of each artist. Of course, some works might not include frames - **we do not require frames where not needed or intended by the artist, just to be clear. But extremely good presentation/framing quality remains important for all our exhibits. Works that appear simply unfinished or carelessly presented because of the lack of proper framing may be eliminated at the discretion of our staff. Artists are responsible for framing.**

Remember that shipping glass is not usually a good idea, so please consider this when preparing your works for shipment. Plexiglass is highly recommended when shipping works. Of course hand-delivery is an option for works framed with glass.

Please email Katie Baker (baker@manifestgallery.org) with specifications on size and nature of your framing (if your work is framed), and/or special presentation requirements if you have not already done so on the entry form. Again, regardless of your presentation methods, it is essential that they present the work with very high standards of quality and consideration of putting the work in its best light for the public. For example, presentation choices should not appear to be the result of cutting corners or saving cost - they should be made in the best interest of the experience of the artwork. **Manifest's goal is always to present museum-quality exhibitions.**

All works (whether framed or not) need to arrive outfitted with standard hardware/fasteners for installation (d-rings, cleats, wire, etc. as appropriate to the work).

FINAL LAYOUT:

Bear in mind that should work be determined to suffer in quality by virtue of the presentation method/choices, damaged parts, poor craftsmanship, broken frames, etc., it may be eliminated from the exhibit. All too often really great work is degraded by poor presentation. This is especially true for photography which may present excellently in jpeg images for jury, but suffer from poor printing or presentation quality as an object. Of course we also reserve the right to eliminate work upon arrival if it is damaged, or in any way does not match the standards of our exhibit committee or curator. Works on paper and other similarly vulnerable materials which ordinarily are framed for protection, presented unframed by the choice of the artist, require the artist to assume the risk of incidental damage that would not otherwise occur with appropriate presentation choices.

All work accepted and delivered for exhibit will be included in the Exhibition Annual (see hi-res image requirements above). Once we have finalized the exhibit layout with the actual works in place we reserve the right to handle space restrictions in the gallery by exhibiting overflow works in our public office or reception hallway as adjunct to the gallery exhibit. This is almost never necessary, but sometimes works come in much larger than indicated on entry forms, or installations take more space than expected. So we have to be clear about this unlikely possibility. That said, as explained, we have already designed the exhibit to-scale before making our final selections. This underscores our emphasis on getting the selection, combination of works, and layout just right.

SHIPPING:

Those living within a reasonable distance of Manifest may choose to hand-deliver. **PLEASE coordinate the day/time with Katie Baker prior to scheduling the delivery (see Dates and Contact below).**

Those shipping work, please allow ample time for your work to arrive by our installation dates. International artists, this is super-critical.

For shipping we prefer UPS delivered to our street address of (2727 woodburn ave., cincinnati, ohio 45206) but other carriers are okay. If shipping to our street address please let Katie know when to expect the delivery. Please be sure to very carefully pack the shipped works in an easily reusable package in such a way that they are fully protected in transit. We rely on the works being packaged in a way that is easy to open, simple to understand, and easy to re-pack. If you must use styrofoam peanuts, PLEASE pre-bundle them in plastic grocery bags or contain them in some other way.

**** Shipping/Receiving is handled by our exhibition coordinator Katie Baker.**

Katie should be emailed at baker@manifestgallery.org to coordinate the delivery.

RETURN SHIPPING:

Please remember that we need your artwork's return shipping to be pre-paid or pre-arranged, or arranged by you after the exhibit but according to our timeline. It is best if you to include a pre-paid shipping label with your artwork, which makes the return process much more efficient on our end and insures your works are handled and insured as you prefer and promptly returned. Due to our very tight turnaround schedules between exhibits, and the fact that our exhibitions staff are volunteer or part-time, we cannot arrange shipping for you. **We cannot pay for shipping on our end and bill you afterwards. And we cannot store works indefinitely after the exhibit closes. Any works not retrieved within thirty days of the close of the exhibit will become the property of Manifest or disposed of.**

IMPORTANT DATES:

March 25	Hi-res images needed for publication and PR
April 13	Artwork due to Manifest by this date
April 18	Special Preview reception, 7-9pm
April 19	Opening reception, 6-9pm during Walk on Woodburn
May 17	Final Day of Exhibition
May 18-25	Pick-up <i>hand-delivered</i> work
May 22	Schedule <i>shipped</i> artwork for pickup (arranged by artist)

POSTCARDS:

We will produce announcement cards for the set of exhibits on view during this time and each artist will get approximately 20-25 cards. We will mail these to the address on your entry form.

CONFIRMATION OF WORK(S) INCLUDED:

We have created a confidential web page for your eyes only, which includes a simple table listing your file names (last name_first name_entry number) and the entry number which is a LINK to a low-res thumbnail of the work selected. You can find this at the following link:

<http://www.manifestgallery.org/notification/drawn2019>
(copy/paste the URL if the link doesn't link correctly)

Some artists may have **multiple** works selected, so please take note. Any work requiring special consideration for installation will be discussed directly with each artist as applicable.

This is our official notice to you of which works you'll be exhibiting at Manifest. Don't hesitate to let Katie or I know if you have any questions at all. And please remember we need your hi-res print quality images and artist's statement uploaded to the Dropbox link provided above ASAP, and that you should allow ample time to ship/deliver your work so that it arrives by the date specified above. Again, please communicate directly with Katie Baker (you may CC me as well) regarding your delivery plans. (baker@manifestgallery.org)

Let me know if you have any questions. **And please confirm your receipt of this message.**

Thanks so much for being a part of our 15th Season!

Sincerely,

Jason Franz
Executive Director

MANIFEST

A Non-Profit Creative Research Gallery and Drawing Center
2727 Woodburn Avenue, Cincinnati, Ohio 45206

513-861-3638 (gallery)

www.manifestgallery.org

www.facebook.com/manifestgallery



Work Exhibited: "Figure Study" charcoal on paper 30"x22"