

Pepco Edison Place Gallery Application

Submission Guidelines and Proposals

Pepco's Edison Place Gallery is a dedicated space available to non-profit arts organizations that wish to sponsor an exhibit. Organizations must first submit for approval a written exhibit proposal including examples of the work to be exhibited and information about the non-profit organization, the proposed artwork and the artist. The Gallery does not accept proposals from individual artists.

Exhibition Information

Pepco's Edison Place Gallery is a 4,000 square foot space with an easy-to-use Arakawa hanging system, UV window film and four movable walls that provide maximum flexibility within the gallery. Three large windows allow pedestrians to view works of art from the street. A small catering kitchen and a large storage room are also available for exhibitor use.

The gallery space, a receptionist, and security are provided at no charge to the exhibiting organization. Gallery hours are Tuesday through Friday 12-4:00 pm and approved dates for special events.

All other expenses associated with the exhibit, such as installation and dismantling of artwork, opening reception and insurance will be the responsibility of the exhibiting arts organization. Works may be offered for sale, but the artist or sponsor will be responsible for conducting the sale.

Exhibitor Responsibilities

1. Contractual agreement to the arranged set of dates *including special events and the opening reception*
2. Insurance for artwork
3. Transportation of artwork to and from the gallery on pre arranged dates/times
4. Professional presentation materials (frames, pedestals and hanging materials that allow pieces to be hung from the Arakawa system)
5. Installation and removal of the exhibition at previously arranged times and dates.

Application Checklist:

- Completed Exhibition Proposal Form**
- Description of proposed exhibition on the participating non-profits (501(c)(3)) letterhead including information about the exhibition, the non-profit(s), artist, and any special events which would occur during the exhibition**
- Signed Work Sample Disclaimer & Letter of Intent**
- Work Sample**
- Support Materials**

Mail/Deliver¹ to:

Pepco Edison Place Gallery
Pepco Holdings, Inc.
701 9th Street, NW
Washington, DC 20068

¹ Applications sent via facsimile or email will not be accepted. Incomplete applications will be considered ineligible

Pepco Edison Place Gallery Exhibition Proposal Form

1. Applicant Information

Non-profit Organization Name: _____

Mailing Address: _____

City, State, Zip: _____

Lead Contact: _____

Title: _____

Phone: _____

Email: _____

Website: _____

2. Exhibit Information

Title of Exhibition: _____

Artist(s) to be Represented: _____

Curator (if applicable): _____

Preferred Exhibition Dates: _____

4. Attachments

a) Exhibition Proposal Form; b) Work Sample Disclaimer & Letter of Intent; and c) Work Samples

**Description of proposed exhibition on the
participating non-profits (501(c)(3)) letterhead**
*including information about the exhibition, the non-profit(s),
artist, and any special events which would occur during the
exhibition*

Pepco Edison Place Gallery Work Sample Disclaimer

Work Sample Disclaimer

By submitting a sample of artwork to the Pepco Edison Place Gallery, I _____,
agree that:

1. The Pepco Edison Place Gallery has the right to use any of the images on Pepco Holdings, Inc.'s websites or any printed exhibition materials (with regards to the gallery) in the event that the exhibition is accepted.
2. The Pepco Edison Place Gallery is under no obligation to publish the submission.
3. The work sample becomes the property of the Pepco Edison Place Gallery during the selection process and will only be returned at the conclusion of the process if a stamped, self addressed, padded envelope is enclosed with the application.
4. I warrant that I have the right to grant the Pepco Edison Place Gallery the foregoing right and that the publication is not a violation of any existing right, including without limitation copyright or privacy.

Signature: _____

Printed Name: _____

Date: _____

Pepco Edison Place Gallery & Letter of Intent

Letter of Intent

I _____, certify that the submission of this proposal to exhibit in the Pepco Edison Place Gallery indicates our intent to execute the proposed program and accept the mandatory organizational responsibilities as a participant of the program.

I understand that if any member(s) of the organizing group are unable to fulfill these responsibilities, the Pepco Edison Place Gallery reserves the right to mount the proposed exhibition with the remaining member(s) of the group.

I certify that the application information is accurate and complete.

Signature: _____

Printed Name: _____

Date: _____