

Updated: 3/5/2021

Thank you for your inquiry on showing with Cure! We loved your example pieces and are excited to let you know we would love to work with you and showcase your **work** at Cure Norfolk. Below you'll find detailed information regarding our process so you can confidently go about showing your work at Cure!

Our shows run for 4 weeks at a time. Installation occurs promptly on a Thursday evening from 5pm–7:30pm and tear down occurs on the final Wednesday evening at 7pm.

SELECTION PROCESS:

- Apply via our online application for consideration
- Send 3-6 examples of your work OR link to your website / social media page for us to view
- Our creative team will review the work provided and decide to pass or move forward with booking based on what we feel will be the best fit for our space and overall clientele. (Please know that if we pass on booking you at this time, it doesn't mean we don't like your work! It just may not be the best fit for us right now!)
- Once we move forward with booking, we will send a contract for you to read and sign that details our commission rate, install + tear down timelines, liability clauses, etc. We will not move forward with your gallery showing until this is completed and sent back! Our goal is to make sure everything is safely taken care of for both your work and peace of mind as the artist and ours as the hosting space!

Showing Process:

- Until the COVID-19 pandemic regulations for masking and social distancing are removed, we will not be hosting any art gallery opening night shows for the foreseeable future. While we are saddened this typical bonus to showing here will not be available for the time being, we want to ensure we can safely show your work while upholding our requirements to abide by health and safety standards.
- Cure will create an e-shareable flyer for you to share on social media + post on our own social media pages to inform our customers when your work will be up to view / purchase. For us to
 - Artist bio & information you'd like to share about your work
 - Links to your social media handles/website
 - One or two images we may use to share on the Facebook Event page/e-poster
- We require that all artwork be labeled for sale—with the exception of one or two items you might be saving for specific reasons—as our customers have come to enjoy purchasing art for their homes or offices! Cure retains a 32% commission on all art sales. A check for the remaining 68% will be remitted to you when you come to take down your artwork.
- You will need to provide a list of art pieces one week prior to showing, complete with their titles/reference numbers and associated prices. All sales run through our point-of-sale system and this helps us keep a proper inventory of all items sold. Virginia Sales & Use Tax (6.0%) will be charged to the customer on top of the sale price. Please

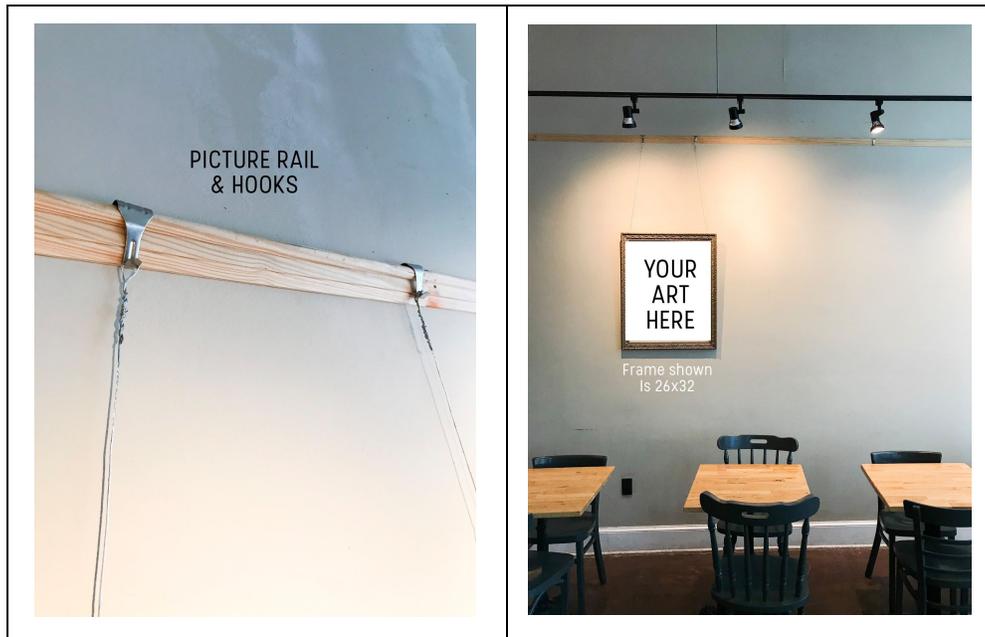
make sure your name references to pieces are accurate when you send them + hang. We input the list you send us and keep that as our reference, if any changes are made you need to immediately contact Kari Austin at Kari.redman08@gmail.com to update this.

- We record purchasers' names and phone numbers. At the end of the show, we store sold pieces in a secure place and call the customer to pick up their piece. This process allows your collection to be preserved for the duration of the show, thus giving everyone an opportunity to see your work as it was originally curated.
- All items that did not sell will go home with you, ready for their next exhibition.

Installation Info:

- We use a picture rail with hooks (photos below) to hang all pieces.
- **In order to maintain the integrity of our walls for artists that follow, we do not allow the use of nails/hammers/screws/velcro/double-sided tape/etc for ANY reason.**
- **We do NOT hang any pieces directly on the wall.** The only thing allowed is a title card using our own provided mounting putty.
- Cure will provide a ladder and the rail hooks for your convenience, but you will need to provide the wires to hold your art appropriately. Use your best discretion. See the example below, illustrating an example of how to fasten wires to your art for hanging. You will generally need to use two wires (one on each side). One wire may be sufficient for small/lightweight pieces.
- Install begins promptly at 5pm and may run until 7:30pm. We close down the room to other customers to allow you to install easily at 4:30pm. The shop closes at 7pm and our staff will need to leave by 7:30 pm. We ask that all art have a title/reference number and price card to put next to the piece (we will provide the mounting putty). This needs to be completed and with the pieces at install. We ask that you not come back the next day or days later to add the title cards. Once pieces are up, they will immediately be available for sale!





Tear Down Information:

- Tear down will happen on the last day of your show from 6-7pm. We will provide you a ladder to assist in teardown. All pieces that are sold will either be set aside already or marked to keep at the shop.
- You will receive a check (less 32% commission and any applicable damage fees) at time of tear down.
- Please leave the gallery space in the same condition as you found it! Should any issues arise, please alert a Cure staff member.

Finally, while Cure is a great space to showcase your work, we are a working cafe with a high volume of customers. We have not experienced any destruction of artwork since we opened 10+ years ago, but we cannot guarantee that items won't be bumped or touched at any given moment. While we do our very best to ensure the safety and security of your artwork, Cure cannot be held liable for any damage that may occur.

GALLERY SPACE IMAGES AND MEASUREMENTS ON NEXT PAGE:

Gallery Space:

You have free reign over how you hang pieces in the middle room, which we have reserved as the gallery space.

All wall height is measured from the top of the picture rails to the top of the baseboard:

Wall Height (all): 105"

Wall A Width: 57"

Wall B Width: 182"

Wall C Width: 150"

Wall D Width: 170"

