

# Cass County Regional Gallery Open Art Exhibit

## Artist Information, Rules, and Application

This exhibit in the Cass County Administration Building is sponsored by Cass Area Artists in conjunction with Cass County, Michigan and is open to all artists 18 years of age or older residing in Cass, Berrien, Van Buren, Kalamazoo and St. Joseph counties in Michigan and Elkhart, LaPorte, and St. Joseph counties in Indiana.

This is a **no-entry-fee no-commission-fee** exhibit. Art will be accepted on a first come, first served basis with all art to be hand-delivered on the scheduled date by the artist or the artist's designated representative. **Cash awards** will be presented for outstanding achievement in each of 12 categories at the opening reception on May 9, and **cash awards** for people's choice voting will be presented on pick-up day, August 1.

### ELIGIBLE ARTWORK AND REQUIREMENTS

All work must be created by the exhibiting artist. The original concept, design, and execution must be attributable solely to the artist displaying their work. Each artist may exhibit **4** artworks which must conform to the following categories and conditions:

- 2-dimensional in any media including prints\* on various substrates
- 3-dimensional free-standing sculpture or sculpture to be displayed on a pedestal.
- 3-dimensional small works in multiples, including ceramics, turned wood, jewelry, and fabric
- NO installation pieces will be accepted.
- NO video pieces will be accepted.
- NO artwork which requires the artist to direct the installation of the work will be accepted.
- NO artwork which illustrates obscenity or pornography or nudity of any kind or degree will be accepted. Cass County Regional Gallery reserves the right to make all determinations of appropriateness of art for viewing in a government public space.
- 2-dimensional artwork is required to be framed with the following exceptions: finished gallery wrapped painted canvas edges; gallery wrapped photographic edges; mixed media supported on a hard surface. Each type should be wired for hanging. Wire should be attached to the frame if framed, or may be to the stretcher bars if on canvas, or onto the reverse side of the mixed media support. Please no saw-tooth hangers. Framed art with saw-tooth hangers will not be accepted.
- Watercolors, ink, and soft media such as pencil, charcoal, and pastel paintings should have clean, dust free mats, be under glass or plastic and be framed. Mixed media supported on a hard surface can be exhibited without a frame
- 2-dimensional width may not exceed 5 feet.
- Sculpture must not be so heavy that you cannot carry it in by yourself. Each artist must supply their own pedestal.
- Artists may submit more than 4 of the 3-dimensional small works, but they must fit in an approximately 15"H x 13"W x 14"D cabinet space and weigh no more than 4-1/2 pounds per cabinet space. Each small work for the cabinets must have a separate entry tag.

\*Prints are defined as follows:

- Art prints produced by the artist executed by monoprint, hand pulled serigraph, lithograph and similar techniques, properly signed and numbered.
- Black and white and color photographs printed by the hands of and/or under the direction of the photographer using archival materials, properly signed and numbered.
- Giclée prints (fine art digital prints made with archival ink on inkjet printer) of photographs or hi-res scans on canvas or specialty paper, properly signed and numbered.
- Fine art reproductions as described above must be clearly and individually labeled as reproductions, indicating what process was used to create them. Color and/or black and white reproductions of photographs by non-archival means, such as copy machine or personal computer printed on ordinary paper are not allowed.

## LOGISTICS

The exhibit will run from **Saturday, May 9, through Friday, July 31, 2026**. Cass County Regional Gallery will act as curator and be responsible for placement and arrangement of all art exhibited. A reception for exhibiting artists and their guests will be held on **Saturday, May 9, from 2 to 4PM**.

## ENTRIES DUE

Artists will deliver their work on **Saturday, May 2, 9AM–5PM**. If the weather becomes a factor, an alternate date will be on the home page of Cass Area Artists website, [www.cassareaartists.org](http://www.cassareaartists.org). Artists may submit up to 4 works of art. Completed entry tags with artist's name, title of artwork, contact information, and price if for sale, are required for each artwork. Please securely attach one copy of the form to an upper back corner of the artwork if 2D and to the most secure spot if 3D and give the second form to the Cass County Regional Gallery staff during drop off. Keep in mind that your place in the **first come, first served** system is dependent on when you or your designated representative arrives with your artwork. Your order of arrival will be noted when the intake desk receives your artwork and entry tags. If there should be more entries than wall space will accommodate, those who didn't make it into this exhibit will have first consideration in the next. If there are fewer entries than anticipated, **members of Cass Area Artists will have the privilege of entering more than 4 pieces of art**. If you would like to join Cass Area Artists and take advantage of the possibility to show even more of your art, go to [www.cassareaartists.org/forms](http://www.cassareaartists.org/forms), download the membership application and follow instructions. Cost of yearly membership is \$25.00.

## END OF EXHIBIT PICK-UP DATE

**Saturday August 1, 9AM-5PM**. If you miss this date, contact Gallery staff using the "Contact Us" page on Cass Area Artists website, [www.cassareaartists.org](http://www.cassareaartists.org).

## LOCATION

The Cass County Administration Building is located at 120 North Broadway, Cassopolis, Michigan. It is on the northeast corner of Broadway and State Streets, attached to the north side of the Old Courthouse which is the large stone building with the clock tower. Entrance to the building is from the parking lot located on the east side of the building, between the building and Rowland Street. Enter through the glass double doors and follow signage to the art intake desk.

## LIABILITY

All art is submitted at the owner's risk. The County Administration building provides security through 24/7 video surveillance. Although every reasonable precaution will be taken, neither Cass County Regional Gallery, Cass Area Artists, nor Cass County, Michigan will insure artwork in transit or while it is on the premises of property owned by Cass County. By submitting work, the artist waives any claim against Cass County Regional Gallery, Cass Area Artists, and Cass County, Michigan for loss or damage.

Artists are responsible for delivery and retrieval of their artwork in the specified time periods. Due to limited storage, artworks left at the Cass County Regional Gallery for more than 30 days after the pick-up period will be considered "abandoned property" and will become the property of the Cass County Regional Gallery to dispose of in any way it sees fit.

Unless indicated otherwise, all submitted work will be considered for sale. The artist may designate *For Sale* or *Not for Sale* as desired. If for sale, the artist will provide contact information and deal directly with the buyer to negotiate the sale. There is no commission to be paid to the Cass County Regional Gallery for any sale made at this exhibit. The artist may bring another piece of similar size to the gallery to replace the sold item, preferably at the same time the exchange between buyer and seller is made. If you do not replace the sold piece, the space will be given to another artist. This is YOUR space for the duration of the exhibit, so take advantage of it! The artist will be in charge of notifying the Cass County Regional Gallery of any upcoming sale and the time and date of exchange between buyer and seller at the gallery so a gallery representative can be present at this time to ensure the integrity of the exchange. Artists may contact Gallery staff by using the "Contact Us" page on Cass Area Artists website, [www.cassareaartists.org](http://www.cassareaartists.org)

There will be a binder available to hold an artist statement should you wish to bring one. Please bring your statement on one page of regular letter-size paper, 8-1/2" x 11". We will place these in protective plastic sheet covers in the binder for any interested visitors to view.

Please fill out the entry tags below before you arrive on intake day and bring them with you. Attach one to your artwork and give the other to the Cass County Regional Gallery staff during dropoff check-in.

If you have multiple small 3-D items for the cabinet display space please fill out a separate set of entry tags for each one of them.

**ENTRY TAG**

↑ \_\_\_\_\_  
ARTIST NAME

↑ \_\_\_\_\_  
PHONE

↑ \_\_\_\_\_  
ADDRESS (street, city, ZIP)

↑ \_\_\_\_\_  
EMAIL

↑ \_\_\_\_\_  
TITLE OF ARTWORK

↑ \_\_\_\_\_  
MEDIUM

↑ \_\_\_\_\_  
VALUE

FOR SALE?     YES     NO  
List the price on the wall label?     YES     NO  
Show contact info on the wall label?  YES     NO  
(if yes, please add preferred contact info here)

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I have read, understand and agree to the Rules of Eligibility of the Cass County Regional Gallery Open Exhibition, including limitation of liability provisions.

Artist signature: \_\_\_\_\_

DATE \_\_\_\_\_

Leave blank--For office use only
<b>ENTRY NO:</b> _____

**ENTRY TAG**

↑ \_\_\_\_\_  
ARTIST NAME

↑ \_\_\_\_\_  
PHONE

↑ \_\_\_\_\_  
ADDRESS (street, city, ZIP)

↑ \_\_\_\_\_  
EMAIL

↑ \_\_\_\_\_  
TITLE OF ARTWORK

↑ \_\_\_\_\_  
MEDIUM

↑ \_\_\_\_\_  
VALUE

FOR SALE?     YES     NO  
List the price on the wall label?     YES     NO  
Show contact info on the wall label?  YES     NO  
(if yes, please add preferred contact info here)

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I have read, understand and agree to the Rules of Eligibility of the Cass County Regional Gallery Open Exhibition, including limitation of liability provisions.

Artist signature: \_\_\_\_\_

DATE \_\_\_\_\_

Leave blank--For office use only
<b>ENTRY NO:</b> _____