

GALLERY PROMENADE

The Arts & Humanities Council of Southwest Louisiana (AHC) hosts the annual Gallery Promenade on **Friday, September 24, from 5PM – 9PM**, to showcase area artists in galleries, museums, and businesses throughout the Lake Area. We invite you to join us and take this opportunity to exhibit, promote, and sell your artwork in a gallery setting.

To be a part of this celebration, here is what you need to know:

- The registration fee is **\$50 per art space**. This can be split between the business and the artist. This will cover print advertising, the development of a comprehensive map, television promotions, extensive marketing efforts, and the administration and planning of the event. By signing this registration, you agree to cover the above cost. Checks payable to: Arts & Humanities Council SWLA, 1111 Ryan Street, Lake Charles, LA 70601 or via PayPal @artscouncilswla.
- Let us know what you will be doing and make it special! Four hours is a short time to visit all the art spaces our area has to offer, so we encourage you to do something extra special: a gallery talk, live performance, live music, special guests, live paintings, special reception, etc. If you need ideas or advice, give us a call!
- By signing the attached contract, you give permission to the Arts Council of SWLA to use any video/images taken by our official photographers for future promotional purposes.
- Email at least 3 high-resolution jpeg images of your exhibit, art space, featured artists or art pieces, etc. This is essential in the promotion of the event of your venue as a part of the event. We may or may not use all of the photos that are sent by each venue.
- Artists paired with a venue through the AHC will be provided with a contact at your venue to coordinate installation. It is the artist's responsibility to contact the venue and arrange for setup, to be "open" and ready for guests from 5-9PM on event day.
- If you wish to receive a yard sign to put on site, we require a \$25 deposit. If the sign is not returned to the AHC by the Friday following the event (one week later), we will cash the check. If it's returned in time, we will shred the check.
- **To participate in this event and for inclusion on map/promotions, participating spaces are required to provide an insurance certificate/addendum, listing the "Arts & Humanities Council of SWLA" as additional insured. This is a fairly simple process and usually just requires a phone call to your insurance agency.**
- **Please follow COVID-19 safety precautions as you see necessary.**

**809 Kirby Street, Ste 202 / Lake Charles, LA 70601 / (337) 439-2787 /
www.artscouncilswla.org**

If you have questions, please feel free to call 337-439-2787 or email

Devanc@artscouncilswla.org

Please return this form to the Arts Council by September 10, 2021 so that we can begin marketing your venue.

Checks payable to:

Arts & Humanities Council of SWLA / 1111 Ryan Street / Lake Charles, La 70601

Contact Name: _____

Gallery/Business Name: _____

Physical Address: _____

E-mail: _____ Phone: _____

Exhibit Title (if applicable): _____

Visual Artist(s):

Name _____ Email _____

Performances / Special attractions:

I would like for AHC to pair us with an artist. Yes [] No []

I would like a yard sign and have included a separate \$25 deposit check. Yes [] No []

The Arts & Humanities Council of Southwest Louisiana will not be held liable for any items or property that are stolen, lost, and/or damaged. By signing this document, you agree to the terms and conditions outlined above. Any refunds or exchanges must be coordinated between the purchaser and the artist(s).

Printed Name

Title (Business Owner, Gallery Coordinator, etc.)

Signature

Date

If you have questions, please feel free to call 337-439-2787 or email devanc@artscouncilswla.org

For Office Use

[] Received Certificate of Insurance

[] Received \$50 Registration Fee (Cash Card Paypal
Check# _____)