



Scharpenberg Gallery Exhibition Proposal Guidelines

The Scharpenberg Gallery accepts exhibition proposals on a rolling basis. Artists are encouraged to submit a proposal via email, regular mail, or courier. Before submitting a proposal, be sure to review the Scharpenberg Gallery Guidelines and Policies available on the [main gallery page](#).

Applicant Information

In your proposal, please include the following:

Contact Name: _____

Phone: _____

Organization: _____

Email: _____

Address: _____

Website: _____

City, State, Zip: _____

- Resume or CV
- Artist's statement
- Exhibition layout plan
- Articles and/or review of work (if available)
- Images or video of the works
- Schedule of events: if you would like to propose any events associated with the exhibition (ex. Opening/closing reception, lectures, performances), please include as much information as possible.

Please send digital files via DropBox or another file sharing platform, CD, DVD, or flash drive. Materials will not be returned. Due to a high number of submissions, a response may take up to three months.

Please note: If selected to exhibit at the DANK Haus/Scharpenberg Gallery, all artists will be responsible for their own promotions, set up, and removal. We do have tables and chairs available, but we ask that all exhibitors plan to handle their own set up.

<u>Mail Submission:</u> Monica Felix Museum & Collections Manager 4740 N. Western Ave. Chicago, IL 60625	<u>Email Submission:</u> Monica Felix monicafelix@dankhaus.com
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Submissions can also be dropped off in person at the DANK Haus on the 4th floor during our regular hours of operation (Monday – Friday, 9:00am – 5:00pm). Due to the number of applications that we receive, please allow up to two months for a response to your proposal