



Scharpenberg Gallery Guidelines and Policies

Guidelines and Policies

Exhibitions in the Scharpenberg Art Gallery are hosted by the DANK Haus German American Cultural Center.

The Scharpenberg Art Gallery was created to support the DANK Haus mission of preserving and promoting cultural heritage. We welcome submissions that attend to the German American or immigrant experience, cross-cultural projects, or other works/exhibitions that engage with cultural diversity.

Priority will be given to artists living or working in the Chicagoland area. Due to space limitations, only works that can be hung on the gallery's cable and hook system and do not exceed 50 pounds are eligible. Exhibition seasons may vary in length. Applications are accepted on an ongoing basis.

The Gallery

The Scharpenberg Gallery features 1,893 sq. ft. of exhibition space (see the floorplan at the end of the document). The gallery is 60ft by 32ft in length with two display walls in the middle of the gallery around 14ft in length with two display surfaces each.

An exhibition layout plan **must** be submitted as part of the proposal.

Set up and Removal

Exhibiting artists are given up to two (2) days prior to the opening date for installation. At the end of the exhibit, all works must be removed two business days after the closing date. Proposals must also include a plan for making any repairs to return the gallery to its original condition.

Individuals or community groups that have not used the space in the past twelve months will receive priority.

Sales & Commission

While we welcome exhibition proposals from cultural organizations with an educational investment to their exhibition, we do also accept proposals from artists interested in showing their working for sales purposes. In exchange for the use of the gallery, the DANK Haus would request a **30% commission** on all sales. Large tour groups, visitors, and event attendees frequently enter the gallery space and DANK staff would need the necessary contact information to help facilitate sales of artworks displayed in the Scharpenberg Gallery.

How to Apply to Exhibit in the Scharpenberg Gallery

Read the Scharpenberg Gallery Policy statement, then submit a Proposal Application. This application can be found online on our [Gallery page](#).

Please read and follow all proposal guidelines in their entirety. Incomplete proposals will not be accepted. Return postage is not necessary as no submission materials will be returned.

Selection Process

The DANK Haus reviews all applications, approves artworks for exhibitions, and determines the exhibition schedule. Due to the number of applications that we receive, please allow up to two months for a response to your proposal. If selected, a representative will contact you to arrange a meeting. Submitting a proposal does not guarantee being selected for exhibition and any application may be rejected.

Exhibition Schedule

The Scharpenberg Exhibition Schedule can be found at: <https://dankhaus.com/Art-Gallery>

****Please note:** Any other publicity is strictly the responsibility of the exhibiting artist.

Installation Fixtures Provided:

- In 2018, we expect to upgrade the gallery to a steel cable hanging system with self-locking hooks.
- No additional hardware, fixtures, signs, or labels of any kind may be attached to the display walls. *No exceptions.*

Hosting an Opening Reception in Conjunction with the Exhibition:

The gallery can be used for an opening reception as well. Please note that we do not allow red wine, coffee, or other dark liquids to be served.

Exhibition Standards:

- All items hung in the gallery must be installed using the steel cable display system provided.
- Work must be ready to hang with wire or D-rings.

Neither entire exhibits nor individual artworks may be changed, altered, or removed after installation.

When and How Are Exhibits Installed?

- Exhibitors are entirely responsible for installing their work. Work must be installed 1-2 days prior to the opening date and removed **two business days** after the closing day.
- Exhibitors must provide all necessary equipment including a stepladder if necessary for installation.
- Any damage to the walls must be reported to the Museum & Collections Manager at the DANK Haus at monicafelix@dankhaus.com
- Installation and deinstallation dates will be assigned. A representative will contact you two weeks prior to your installation date.

Scharpenberg Gallery Floorplan

