The In-Person Exhibit/Space:

- 4 dividers, each with 2 sides measuring roughly 80” across by 50” tall. In total, there are 8 of these surfaces.
- There is also a total of 8 “end caps” approximately a foot wide by 50” tall on the ends of the 4 dividers which are good for smaller works or cards.
- There are four shelves, each about 80” across by 8” deep. If you need additional shelves, that can be arranged, but they are not quite as deep (~7”) or as long, and in some cases, they fit into the corners of the dividers.

The Virtual Gallery:

- Uses a template of a museum that simulates “rooms” that viewers can click through and is uploaded onto our website.
- Requirements include 12-16 images of your work, a title for your virtual gallery, and a short bio for the Reference/About the Artist slide. If you have a website, that may be included. The images you provide us do not have to match your in-person exhibit, but they may if you so choose.

The Reception:

- Typically occurs in the middle of the month or time in which you are exhibiting.
- Can be either in-person or virtual. Virtual receptions usually take 1-1.5 hours whereas in-person receptions have been 2 hours with some spillover. Refreshments will be provided for in-person receptions.
- For maximum attendance, Saturdays are recommended. We are closed Sundays and Mondays.

Press Releases:

- Your exhibit/reception will be posted on the DEEP Calendar of Events
- We send out press releases that are printed in Valley newspapers and magazines. Because we like to send press releases out a month before an event, please submit the title of your exhibit and a short bio as soon as a reception date is finalized
- We also create flyers that are printed and left at our center and/or distributed to local libraries.
- Finally, we create a Facebook post that will go on the CT State Parks Facebook page twice. Once about 3-4 weeks before your reception, and another 1-2 weeks before your reception.
- The flyer and/or the Facebook post can be sent to you for your own distribution. Please feel free to create and distribute your own flyers as well.

**IT IS MOST IMPORTANT TO SIGN THE ARTIST AGREEMENT FORM AND TO SEND YOUR TITLE, SHORT BIO, AND IMAGES AS SOON AS POSSIBLE TO GIVE ENOUGH TIME FOR PRESS**