

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