

AN OPEN MEMBERS' EXHIBITION:

## Press & Release

**November 5 – December 18, 2019**

ENTRY DEADLINE:

**September 17, 2019**

LOCATION:

### **Chester Gallery of Art at New England College**

**39 Main Street, Henniker, NH**

*(Henniker, NH, is 20 miles west of Concord, NH)*

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*The Monotype Guild of New England invites members in good standing to submit up to four 2-D or 3-D monotypes or monoprints for an exhibition at the Chester Gallery of Art at New England College in Henniker, NH. Every artist entering will have at least one print in this exhibition. For the first time, we will be encouraging collaborative prints.*

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## SHOW CHECKLIST

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Before starting the submission process:

- Print out the prospectus and this checklist to make the process easier.
- Create or update your EntryThingy.com account. You can set up an Entrythingy account using this link:

**<https://www.entrythingy.com/d=mgne.org#dashboard>**

The profile information must include:

1. Your name as you would like it to appear on the labels for your work. (Please use caps for just the first letter of your first and last names.)
2. Your current contact information along with city and state.

NOTE: The manner in which you enter information into EntryThingy is critical. The labels emerge from EntryThingy exactly as you enter the data. Please be certain about titles, prices or NFS.

- Make sure that your membership in MGNE is up-to-date by checking your status on MemberPlanet:  
**<https://www.memberplanet.com/Login.aspx>**  
Problem logging in? See below\*
- Make sure you have a Paypal account since you will need to pay your entry fee via Paypal.
- Add **exhibitions@mgne.org** to your address book or contacts so you will be sure to receive any messages we will send about the exhibit.
- To be eligible for this show:
  1. You must be a current member of MGNE. You may join at **<http://mgne.org/membership/>**
  2. Your submission must be a monotype or monoprint as defined on the MGNE website: **<http://mgne.org/monotypedefined/>**
  3. Your piece must be no more than 40" wide, including frame.

\* The login for MemberPlanet is your e-mail address. If you have forgotten your password, you will be sent a link to change it. Once in, you will see your name on the upper right. Click "go to my member portal". There you will see your renewal date for membership. We recommend using Safari or Chrome as your browser when using MemberPlanet, since Firefox has been problematic.

## IMPORTANT DATES

- **Entry Process Opens:** July 17, 2019
- **Deadline for Entries:** September 17, 2019
- **Exhibition Dates:** November 5 – December 18, 2019
- **Artists' Reception:** November 14, 2019, 4-6:30pm
- **Drop Off Dates:** October 26, 2019, 12-4pm and October 28, 2019, 12-4pm
- **Pick-Up Dates:** December 19, 2019, 12-4pm and January 4, 2020, 12-4pm

### ELIGIBILITY:

Your Monotype Guild membership must be up-to-date to participate. All prints must be either monotypes or mono-prints. For detailed descriptions of those terms, please see our website: <http://mgne.org/monotypedefined/> Work cannot have been shown at an earlier MGNE exhibit. There will be a \$25 fee for your entry of up to four prints.

We are encouraging collaborative prints which may be submitted by *just one of the collaborators*. The entry must include the names of all collaborators in the **Statement Specific to Entry** section of EntryThingy. All participants in a collaborative print must be MGNE members. To join MGNE, follow this link: <https://mgne.org/membership/>

### FRAMING, INSTALLATION & SIZE REQUIREMENTS:

Work should be framed and ready to hang with a professional appearance. We cannot hang work without a proper wire on the back. Clip-on frames, saw tooth and keyhole hangers cannot be accommodated.

There is a size limit of 40 inches *framed* width. Please label all artwork with your name(s) and title of the piece.

The gallery director may refuse to install any work that is not presented in a professional manner. Artists may not change pieces, prices or titles after completing the EntryThingy submission.

### ENTRY PROCESS:

**EASY ON-LINE REGISTRATION:** Submitted work will be curated, not juried, with every artist guaranteed one or more exhibited piece(s). Artists must register using EntryThingy at this address: <http://www.entrythingy.com/d=mgne.org>

We will begin accepting entries on Wednesday, July 17, 2019, and will close the EntryThingy site at midnight on Tuesday, September 17, 2019. We will post reminder announcements via social media and by email.

You will need to fill out all required fields and click "submit". In order to complete your entry, you must submit payment of \$25 to Paypal. When your Paypal payment has gone through, your submission will be complete. To check your entry status, you can log back into EntryThingy and view your entry.

Only JPEG files will be accepted. JPEGs must have a resolution of 300 dpi and be 1800 pixels on the longest side.

A list of pieces that will be hung will be announced on the MGNE website and via email on Sunday, September 22, 2019.

To encourage collaboration, awards will be given for collaborative prints. These will be the only awards. These awards will be chosen by Devon Mozdierz, *Gallery Director and Assistant Professor of Art*, and Darryl Furtkamp, *Associate Dean of the Division of Art and Design at New England College*.

### INSURANCE:

MGNE and the gallery staff will handle your work with the care and respect that they accord their own work. The Chester Gallery of Art has insurance that will cover the work during the time it is in the gallery.

### SALES:

The Chester Gallery of Art will not handle sales directly but will provide artists' contact information to potential buyers. Since this information will come from EntryThingy, artists should check their profiles on EntryThingy for accuracy. Labeling work NFS is permissible.

### DELIVERY:

Delivery must occur on either of these two days:

- Saturday, October 26, 2019, 12-4pm
- Monday, October 28, 2019, 12-4pm

Shipped work may arrive anytime in the two weeks before October 28, 2019. Please send shipped work to this address:

**New England College**  
Attention: Chester Gallery of Art  
98 Bridge Street  
Henniker, NH 03242

You must include a pre-paid return label from UPS or FEDEX with your shipment. *We cannot deliver to the U.S. Post Office. We cannot accept work with packing peanuts.* Please use a sturdy box that can be reused for return. Work arriving late may not be hung. Work arriving damaged will be returned immediately. The return of shipped work will begin in early January. The college will close for the holidays on December 20, 2019 and re-open on January 2, 2020. If you must have the work sooner, please contact the gallery to arrange an exception.

### PICK-UP:

Work should be picked up on either of these two days:

- Thursday, December 19, 2019, 12-4pm
- Saturday, January 4, 2020, 12-4pm

If it becomes impossible for you to retrieve your work on those dates, please contact the gallery to make other arrangements. Work that is not picked up will become the property of the Monotype Guild of New England within 10 days.

### QUESTIONS:

For questions, contact Kate Higley and Andrea Warner at: [exhibitions@mgne.org](mailto:exhibitions@mgne.org)

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*The MGNE board thanks you for your entry!*

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