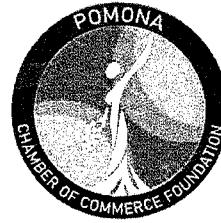




**POMONA**  
CHAMBER OF COMMERCE



### Artist Application for Exhibition

#### Application Requirements:

1. In addition to completing this application form, all applications must include the following (please check off items to ensure your application is complete):

- Curriculum vitae / biography / exhibition list / awards
- Artist's Statement and description of proposed exhibition
- A minimum of five images of art (digital images are the preferred form of submission, but printed photographs will also be considered), showing examples of all the different media or types of artworks planned for display. Each image must indicate the title of the piece (either in the filename or indicated on the printed photograph). There must be a sufficient quantity of artwork to warrant a solo or group exhibition in the gallery. Art pieces may not contain profanity, reference to drugs, alcohol, or violence, nudity, or any reference that goes against our values as an organization. The Pomona Chamber of Commerce Foundation reserves the right to refuse anyone.

Please note: Photographs will be returned only if a self-addressed envelope of sufficient size and correct postage is enclosed with the application.

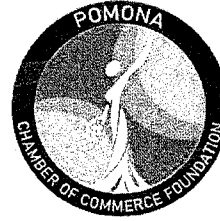
Artist Name:
Name of Business (if different from above):
Mailing Address:
Email: Telephone:
Preferred Month for Exhibition (if any):
Primary Medium / Media:

Pomona Chamber of Commerce  
Monique Robles

(909) 622-1256  
[mrobles@pomonachamber.org](mailto:mrobles@pomonachamber.org)  
320 S. Thomas Street, Pomona, CA 91766



**POMONA**  
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Title of Proposed Exhibition:

**Artist Guidelines:**

Both the responsibilities of the Artist and the Gallery are presented in a contractual agreement well in advance of the exhibition. The Artist must agree to the conditions of the signed contract in order to exhibit in Pomona Chamber of Commerce Foundation Gallery. Sample copies of the Artist Contract are available upon request.

Selected artists will be contacted to determine a mutually agreed upon dates for the length of their exhibition. Artists must be present on the second Saturday of their exhibition.

Artists selected to exhibit their work must have a sufficient quantity of work for display. The artist delivers and sets up the exhibition as agreed upon prior to the show.

The artist agrees to donate 30% commission for all art sold during the exhibit month. Pomona Chamber of Commerce Foundation Gallery will collect the fees from the art sold and will provide a check to the artist, once exhibit is completed. The checks will be sent to the address provided in previous page. Checks over \$600.00 will need a W-9 form, prior to the check distribution.

The Gallery will provide publicity via social media and website. The artist(s) are responsible for any invitations they wish to send out and will tag @pomonachamber on Instagram.

The Gallery invites submissions from emerging and established artists.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please sign and complete this application and email it back to [mrobles@pomonachamber.org](mailto:mrobles@pomonachamber.org)

**OFFICE USE:**

Exhibit Month: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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You are scheduled to show your artwork at the Pomona Chamber of Commerce Foundation (PCCF) Gallery during the month of \_\_\_\_\_. (Please provide me with the following information:

**1. Name of Artist / Show:**

What you want shown on our front window on TV display

**2. Short description**

A short description (a paragraph or so) for advertisement purposes.

**Please attach one or two jpg images**

Include the name of the pieces and what medium it was made on.

***SPECS:*** You can set up at the PCCF office the week of Art Walk \_\_\_\_\_. ***Let me know which day/time works best for you so I can arrange to be in the office and have the walls prepped and ready. Please bring supplies to hang your art work as well as price list/description and labels to put next to each painting.***

Pictures of your artwork, along with your price list, will be sent to our insurance carrier to ensure that your artwork is insured.

The Art Walk will be ***Saturday***, \_\_\_\_\_. The PCCF will receive a ***30% commission*** of any work that sells in the gallery. You're welcome to bring in any refreshments that pertain to your show or something you feel your guests will like. You will only be permitted to host one reception, on 2nd Saturday Art Walk between 6pm - 9pm. Your pieces will remain up at the Pomona Chamber of Commerce Foundation Gallery from \_\_\_\_\_

If you have any questions or concerns, please don't hesitate to email or call me.

Monique Robles  
President & CEO  
Pomona Chamber of Commerce Foundation  
(909) 622-1256  
mrobles@pomonachamber.org