

Art in the Airport Application Instructions

1) Fill in the "Artist Information" section completely

- ✓ Don't forget to list an alternate contact person. We need someone else we can reach in case of an emergency.

2) List each piece of artwork you are submitting

- ✓ You must submit between four (4) and ten (10) pieces of artwork.
- ✓ Be sure to include the frame in your measurements (if applicable).
- ✓ If you are submitting, for example, a set of three pots that ALWAYS go together, you may list them as one item, so long as you have a picture of the three of them together and you price them as a set, not individually.

3) Attach artist biography (no more than two paragraphs)

- ✓ Include information such as where you're from, how long you've been working in your current medium, awards or recognition you've received as an artist, etc. Please note, if accepted to exhibit, artist bio will need to be submitted in a digital word document format.

4) Attach a description of each piece you are submitting (no more than one page total)

- ✓ Tell us about the inspiration or concept behind the piece, or the process involved in creating it.

5) Attach one full-color digital image of each work you are submitting

- ✓ Images should be JPEG/JPG, 300ppi (high) resolution, and NO LARGER than 2MB each.
- ✓ Make sure each image is labeled with the **same title** that you listed in the "Artwork Information" section of the Application Form.
- ✓ Remember, artwork is judged solely on the images you submit, so be sure they're good quality.

6) Attach a digital photograph of yourself (head-shot preferred)

7) When you have completed the form and have your files ready:

- ✓ Save all the above files (application, artist bio, artwork descriptions, images of artwork, and artist photo) in a folder with your first and last name on it.
- ✓ Send the folder to a compressed (zipped) folder
 - On a PC
 - Right click on the folder with your name on it
 - Select "Send To"
 - Select "Compressed (zipped) Folder"
 - On a Mac
 - Right click on the folder with your name on it
 - Select "Create Archive"
- ✓ Attach the zipped folder (with the extension .zip) to an e-mail and send to: art@flyavl.com
- ✓ If you are unable to submit digitally; you may mail the application and other necessary documents, as a hard copy, to the address listed on the application.