

*New York Armenian Students' Association*  
*The 62<sup>nd</sup> Annual ASA Artists' Ball*  
*Saturday, October 1, 2011 & Sunday October 2, 2011*  
*Ico Gallery (606 West 26<sup>th</sup> Street, Chelsea, Manhattan, NYC)*

APPLICATION CHECKLIST:

- \_\_\_\_\_ Completed Application Form.
- \_\_\_\_\_ Typed Biography – hard copy, digital file or email sent to [ArtistsBall@asainc.org](mailto:ArtistsBall@asainc.org).
- \_\_\_\_\_ Artists' Statement (Optional) – hard copy, digital file or email sent to [ArtistsBall@asainc.org](mailto:ArtistsBall@asainc.org).
- \_\_\_\_\_ Images of your work (slides/photos/color copies/CD's/DVD's).  
Please label all materials with your full name, title of work, medium and dimension.
- \_\_\_\_\_ **SEND** all of the above postmarked no later than **Monday, May 30, 2011** to:

RAFI HOVSEPIAN  
ASA ARTISTS' COMMITTEE  
64-26 WETHEROLE STREET  
REGO PARK, NY 11374

**NOTE: ALL SUBMITTED APPLICATION MATERIALS WILL BECOME THE PROPERTY OF THE NEW YORK ASA AND WOULD NOT BE RETURNED TO THE APPLICANT.**

IF YOUR APPLICATION IS ACCEPTED, THE FOLLOWING WILL APPLY:

**ART DELIVERY:** All arrangements for the delivery and pick up of artwork must be made by the artist or a representative of the artist (Artists' Committee members excluded). Artwork must be delivered to Ico Gallery on Saturday, October 1, 2011 between the hours of 10 am and 11 am. **All work MUST be equipped for installation.** For hanging artwork, the gallery requires that works have a hanging wire. If special equipment is required, it must be provided by the artist, or the artist should discuss this with an Artists' Committee member well before the event. Film/video artists are welcome to submit pre-cued VHS tapes or DVDs and must provide their own playback equipment on the day of the exhibition. **All submissions must include the artist's name and title of the artwork.** Due to the short time-frame for installing the show, it is essential that all works be delivered on time. **NO DELIVERIES WILL BE ACCEPTED AFTER 11 AM ON OCTOBER 1<sup>ST</sup> WITHOUT PRIOR NOTICE!** After artists deliver their work, the Artists' Committee will personally handle all hanging and positioning. Exceptions will be made if special instructions for installation are required.

**ART PICK-UP:** On October 2<sup>nd</sup>, all artwork must be removed by the artist between 5 pm and 6 pm. Artwork may also be picked up on Monday, October 3<sup>rd</sup>, but only upon special request. The New York ASA cannot assume responsibility for damage incurred before or after the exhibition. Artwork will be handled with the greatest care, however the New York ASA assumes no liability for work while on the premises.

**SALES:** A **25% commission** will be retained by the New York ASA for work sold during the exhibition. Art sales for anything other than submitted artwork are not allowed at anytime during the event. The Opening Reception is scheduled for Saturday night, October 1<sup>st</sup> and is free and open to the public.

If you have questions, please send an e-mail to: [ArtistsBall@asainc.org](mailto:ArtistsBall@asainc.org).

To download additional applications, please go to the ASA's Web site: [www.asainc.org](http://www.asainc.org).