

# FINCH LANE GALLERY CALL FOR ENTRIES

## DECEMBER 2021 FINCH LANE POP-UP SHOPS

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**DEADLINE FOR SUBMISSIONS**  
**Sunday, Oct 24, 2021 11:59pm**

**Apply online**  
[slartscouncil.submittable.com/submit](https://slartscouncil.submittable.com/submit)

### **ABOUT THE SALT LAKE CITY ARTS COUNCIL AND FINCH LANE GALLERY**

The mission of the Salt Lake City Arts Council is to promote, present, and support artists, arts organizations, and arts activities in order to further the development of the arts community and to benefit the public by expanding awareness, access, and participation. Located in Reservoir Park, the Salt Lake City Arts Council's Finch Lane Gallery is a contemporary gallery which offers visual arts exhibits and interdisciplinary short-term projects year-round. For more information on the Salt Lake City Arts Council and the Finch Lane Gallery, visit [saltlakearts.org](http://saltlakearts.org).

### **DECEMBER 2021 FINCH LANE POP-UP SHOPS GENERAL INFORMATION**

The Salt Lake City Arts Council's Finch Lane Gallery is opening its gallery space for individual pop-up shops for artists, crafters, and creatives. A pop-up shop is a temporary shop for creatives to showcase and sell their work. Accepted applicants will be granted one four-hour timeslot to hold a pop-up shop in the Finch Lane Gallery.

The goal of the December 2021 Finch Lane Pop-Up Shops is to supplement resources for emerging to established artists, creatives, and makers by providing a professional opportunity with space and visibility to showcase and sell arts and crafts. Applicants for the December 2021 Finch Lane Pop-Up Shops must complete the online application by Sunday, October 24th at 11:59 p.m. to be considered for this opportunity. Applications must be submitted through <https://slartscouncil.submittable.com/submit>

Occurring concurrently with the Finch Lane Pop-Up Shops, the Salt Lake City Arts Council has partnered with the Utah Division of Arts & Museums to exhibit the Statewide Annual Craft, Photography, Video & Digital exhibition in the Finch Lane Gallery. Artists accepted for a Pop-Up Shop will be given a space in the gallery adjacent to the exhibition. For more information on the Statewide Annual, visit [artsandmuseums.utah.gov/statewide-annual](http://artsandmuseums.utah.gov/statewide-annual)

### **ELIGIBILITY**

This Call for Entries is open to Utah-based individuals, groups, and organizations regardless of race, gender, sexual orientation, national origin, age, religion, marital status, political affiliation, or mental or physical disability. To be considered, applicants must demonstrate the ability to execute a pop-up shop of the proposed scope and scale within the timeline.

**POP-UP SHOP OPERATION**

Accepted applicants will be granted one of the four-hour Finch Lane Pop-Up Shop sessions listed below. Artists will be given one-hour directly prior and one-hour directly following the time-slot to install and de-install. Accepted applicants will be responsible for installing and de-installing, staffing, handling all sales, and collecting and processing sales tax for the duration of their Finch Lane Pop-Up Shop. Pop-Up Shop artists will be able to collect all proceeds, as the Finch Lane Gallery will *not* be taking a commission on Pop-Up Shop sales. Pop-Up Shop artists and their guests must adhere to the Finch Lane Gallery’s current Covid-19 protocols, which include the requirement to wear a mask inside the building.

**FINCH LANE POP-UP SHOP SESSIONS**

Accepted applicants will be offered one pop-up shop session from the following options. Keep in mind that accepted applicants will have one-hour to install directly before the session time and one-hour to de-install directly following the session time.

- Pop-Up Shop 1: Saturday, December 4, 2021, 11am-3pm*
- Pop-Up Shop 2: Tuesday, December 7, 2021, 4-8pm*
- Pop-Up Shop 3: Wednesday, December 8, 2021, 4-8pm*
- Pop-Up Shop 4: Saturday, December 11, 2021, 11am-3pm*
- Pop-Up Shop 5: Tuesday, December 14, 2021, 4-8pm*
- Pop-Up Shop 6: Wednesday, December 15, 2021, 4-8pm*
- Pop-Up Shop 7: Thursday, December 16, 2021, 4-8pm*
- Pop-Up Shop 8: Saturday, December 18, 2021, 11am-3pm*
- Pop-Up Shop 9: Tuesday, December 21, 2021, 4-8pm*

**RESOURCES**

The Salt Lake City Arts Council can provide accepted applicants with approximately 20 square feet of space within the Finch Lane Gallery to setup a Pop-Up Shop, and visibility on the Salt Lake City Arts Council social media platforms. Pop-Up Shop artists can utilize one of our tables, and our seating.



## APPLICATION PROCESS

Proposals must be submitted through <https://slcartscouncil.submittable.com/submit>

There is no fee to apply. To be considered for a Finch Lane Pop-Up Shop, applicants must be residents of Utah and submit all the required materials. Emailed, mailed, or hand-delivered materials will not be accepted. Only completed applications will be considered. The Arts Council will not notify artists regarding disqualifications where guidelines are not followed.

## APPLICATION TIMELINE

Applications must be submitted by Sunday October 24, 2021, 11:59pm.

Notifications on application status will be sent on or before Tuesday November 2, 2021.

## APPLICATION MATERIALS

1. **Description of your work and proposed Finch Lane Pop-Up Shop (up to 400 words).** Applicants must submit a proposal describing their work and outlining the pop-up shop they would like to install as part of Finch Lane Pop-Up Shops. Proposals should include:
  - A. A description of the work you propose to showcase and offer for sale.
  - B. A description of your plan to have enough inventory for a pop-up shop.
  - C. A description of your setup and installation needs. Setup should be minimally invasive to the gallery space, and must not interfere with the exhibition on display. Setup should keep in mind the available space of approximately 8' x 2.5'. Artists can utilize one of our tables at this size.
2. **Description of why a Finch Lane Pop-Up Shop would be supportive for you (up to 150 words)** A description of why holding a Finch Lane Pop-Up Shop would be supportive of you and your craft.
3. **Bio (50-100 words per person)** Applicants must submit a short bio.
4. **Work Samples** 5-10 images of examples of the work or similar work you propose to showcase and offer for sale within a pop-up shop. Images must be jpg files, of at least 1,000 pixels or larger in either height or width is preferred; images should be no larger than 2MB each.

## REVIEW CRITERIA & SELECTION PROCESS

Applications are reviewed by the Salt Lake City Arts Council staff, and will be reviewed with the following considerations in mind:

- Completeness and clarity of the application;
- Applicant's ability to execute the proposed pop-up shop;
- Diversity in the types of pop-up shops selected for the month of December 2021;
- Items that are not available elsewhere or new iterations of items;
- A demonstrated need for space or other related support.

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**ADDITIONAL INFORMATION**

The Salt Lake City Arts Council will be responsible for the final selection of pop-up shop artists, social media and promotion, and providing access to the gallery and available on-site support during agreed upon hours. For selected pop-up shops, project organizers will be asked to provide biographical materials, a shop description, and 3-5 images to be used for marketing purposes. Project organizers will be responsible for setup and breakdown of pop-up shops in the gallery. The Arts Council will provide table/chairs as needed, but project organizers will be responsible for securing any additional resources. All pop-up shops must be approved by the Arts Council prior to their execution. The Arts Council reserves the right to make final decisions on which items are appropriate for a gallery within a publicly funded space, and may request alterations or cancel pop-up shops at its discretion.

**CONTACT INFORMATION**

Please contact Claire Taylor, the Visual Arts Coordinator, if you have any questions about the application, or to discuss if your proposed pop-up shop would be a good fit.

Claire Taylor  
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