

Instructions for Submitting Work to the Juried Members Exhibition

Thank you for your interest in participating in the Hunterdon Art Museum's Juried Members Exhibition. To ensure that the jurying process runs smoothly, please follow the steps below when preparing and submitting your materials.

1. Create a Folder in Google Drive

- Log in to your Google account.
- Create a new folder titled: **LastName_FirstName_HAM**
- Open the folder and set the sharing permissions to **"Anyone with the link can view."**

2. Upload JPEG Images of Your Artwork

- Save each artwork image as a JPEG (.jpg) file.
- Label each image clearly using the following format: **LastName_Title.jpg**
(If the title is long, a shortened version is fine.)
- Upload all images to your Google Drive folder.

Image guidelines:

- One image per artwork.
- If helpful, you may include **one** additional detail or alternate view—please label these accordingly (e.g., *LastName_Title_detail.jpg*).

3. Include Supporting Documents (Optional but Encouraged)

If you have any of the following materials, please upload them to the same folder:

- Artist Bio
- CV or Résumé
- Artist Statement

PDF or Word documents only.

4. Complete a Separate Document Listing Artwork Details

Please create a single document (Word or PDF) that includes the following information for each piece you are submitting:

- Title
- Year
- Medium
- Dimensions (H × W × D, in inches)
- Insurance Value

You may format this as a simple list or table. Save the file as: **LastName_ArtworkDetails.pdf** (or .docx)

5. Share Your Folder

- Once all materials are uploaded, copy the shareable link to your folder.
- Email the link to: ham.juror@gmail.com. **Please include your full name in the subject line.**

6. Payment Instructions

To submit your entry fee:

- Visit hunterdonartmuseum.org.
- Click on Upcoming Exhibitions.
- Select Members Exhibition.
- On that page, click the Pay Entry Fee button and complete your payment.

If you have any questions or run into any issues with the submission process, you can send an email to ham.juror@gmail.com. We look forward to seeing your work in consideration for this year's exhibition.