



# **2020 Exhibition Guidelines**

*Revised on 09/18/2019*

# 2020 Guidelines

## for exhibiting in Art League Gallery and the affiliated community Satellite Galleries

*Art League Gallery strives for a professional presentation of artwork. Artwork must meet the following guidelines or will not be accepted for exhibition.*

- Exhibiting Artists must be a current Art League member and pay the \$85 Exhibiting Artist fee.
- Annual Membership: Single \$55, Family \$90, \$15 Student, \$25 Teacher (K-12)
- Each artist is permitted one piece of wall-hung artwork or three pieces of freestanding or pedestal artwork per month. A new piece must be brought in each month on the correct change of show date\*. It should be noted that each artist is only allowed to show one 'type' of work per exhibition. For example: if an artist is a painter and a sculptor, he/she may choose to show either one painting or three sculptures, but may not show both in the same exhibition unless you elect to pay the Double Hanging fee of \$85.
- All works must be for sale. If your piece sells, you are encouraged to bring in a new piece of a similar size as soon as possible to replace it. All work must remain in the gallery for the duration of the show unless sold.
- If you would like to use replacement artwork from an exhibition to be displayed in next month's exhibition, you must come in on change of show day and re-register the piece. If you do not re-register the piece, it will be set aside for pick up. There will be no automatic roll over of replacement pieces. If you have conflict with the change of show date due to extenuating circumstances, please contact the Gallery Representative at least one week in advance to make arrangements. We cannot guarantee that we will be able to accommodate your needs.
- Artwork may **never be repeated** within a six month timeframe.
- Diptychs and triptychs must be priced as a whole, not as individual pieces.

\*3D can stay up to 3 months if arrangements are made with a Gallery Representative

### **A note about hanging:**

**The Hanging Committee takes great care in making sure all pieces are displayed at their best for each exhibition. Once artwork is hung you may not change its location in the gallery OR remove it before the next change of show date. The gallery will provide the labeling and no additional labeling is allowed except by the featured artist. By noon, install and layout has begun and in order to have a cohesive installation, artwork must be delivered by noon.**

## **Change of Show**

- Artworks must be delivered on the change of show day between 10am and 12 noon. **No art will be accepted after these hours.**
- If you have a conflict with the change of show date due to extenuating circumstances, please contact a Gallery Representative at least one week in advance to make arrangements. We cannot guarantee that we will be able to accommodate your needs.
- Artworks being shipped must arrive no later than the Friday before change of show.
- Please use the change of show form provided by the gallery. The form is available as a download on [www.artleaguehhi.org](http://www.artleaguehhi.org).
- Pick up is also between 10am and 12pm on the change of show date. Please make arrangements for someone else to pick up your artwork if you are unavailable. ALHH is not responsible for any damage or loss of pieces not picked up on change of show day. If extenuating circumstances do not allow you to make it to pick up your work on change of show day, please call the Gallery Representative to make arrangements. We do not guarantee that we will be able to accommodate your needs. Any artwork that is left in the gallery for longer than one month (30 days) after the close of an exhibition, without prior approval, becomes property of Art League of Hilton Head.
- Your pick up piece will remain on the wall or pedestal, please place new piece on gallery floor with a green nametag affixed to bottom right corner of work.
- Change of show occurs on a monthly basis. Please consult the **ARTiculate** for dates.

## **Hanging Standards**

**Hanging standards will be strictly enforced. Artworks not meeting the hanging standards will not be accepted to exhibit. We are competing with many other galleries in the area so the need for a professional presentation is extremely important. If presented professionally, the salability of all art, whether created by a beginner or experienced artist, will be enhanced.**

Each type of artwork is addressed specifically in Guidelines; however here are a few points that apply to all art types:

- Artwork must be original in conception and execution. No kits, copies, or work from published photographs.
- 'Fakes' (copies of well-known art) are not allowed.
- 2-dimensional artwork should not exceed 20 lbs. Exceptions to this rule will be determined on an individual basis.
- Framed artwork must not exceed 40"(wide) x 60"(tall). Exceptions to this rule will be determined on an individual basis.

## **Framed Works**

**Simplify your framing. Let your art speak for itself.**

Frames should be appropriate in style and size. For questions regarding the suitability of a frame, contact Barb Snow for consultation @ 843.363.5791 or bsloom@aol.com

**Frames that are damaged or scratched are not acceptable. Remember these artworks are for sale and should be in perfect salable condition.**

Glass and Plexiglas:

- The gallery prefers works on paper be covered in Plexiglas; however, pastels should be covered in glass.
- Glass or Plexiglas should fit the frame and should not be loose or move in the frame. Also, Plexiglas should not be bulging.
- Plexiglas should be 1/10-1/8 inch thickness, please do not use 1/16 inch thickness, it is too flimsy.
- If using Plexiglas, please indicate to your buyers by providing a secondary label on the backing of your work with the following information:

*This piece is framed with Plexiglas, which is archival and UV resistant. In order to preserve its original quality, Plexiglas must be cleaned differently than glass. Always use a soft rag and either commercial "acrylic cleaner" or mild soap and water. DO NOT use window cleaner or paper towels.*

**Broken, scratched, cracked, chipped, or dirty glass or Plexiglas is not acceptable.**

Matting:

- Acid free mats are recommended.
- Dirty or damaged mats are not acceptable.
- Remember these artworks are for sale and should be in perfect saleable condition.

Hanging:

- **Framing wire is required, with the exception of metal backed artworks and the "Small Wall."**
- Wire must be attached using d-rings or screw eyes.
- Wire must be completely hidden behind the frame.
- No wet paintings will be hung.

**Using string, fishing line or any other material for hanging is not acceptable.**

## **Works on Canvas**

**All works must be on Gallery Wrapped Canvas, with no tacks or staples showing.**

Edges of canvas works should be clean or painted.

All canvases must be squared and secured at right angles.

Hanging:

- Framing wire is required.
- Wire must be attached using d-rings or screw eyes.
- Wire must be completely hidden behind the frame.
- No saw-tooth hangers, except on the "Small Wall."
- No wet paintings will be hung.

## **All Other Wall Works**

- One piece of framed or hanging fiber art, assemblage, metalwork, basketry, etc. will be accepted in lieu of three free standing/ pedestal works. An artist may not have both wall-hung and pedestal pieces in one exhibition unless the artist elects to pay the Double Hanging Fee.
- All works in Fiber, which are framed, must follow the "Framed works" guidelines as listed above.
- Works not framed must have appropriate mountings as follows:
  - Only framing wire is acceptable.
  - Must be attached using d-rings or screw eyes.
  - Wire must be completely hidden behind the frame.
  - No saw-tooth hangers.
  - No easel-back or cardboard cutout hangers accepted.

## **Small Wall**

**As an exhibition bonus to artists, one (1) "Small Wall" piece, per paid exhibition fee (double hangers may hang two pieces), may be displayed with no additional hanging fee.**

- Small wall works must be changed quarterly at minimum.
- All pieces must either be hung by a saw tooth hanger (preferred) or a wire.
- Small wall works must be 10"x10" or less, including frame.
- Small wall works must be less than \$100.

## **Photography**

**Due to limited space, all exhibited photographs regardless of type or process, will be designated as a "photograph" on the gallery wall label.**

- The gallery encourages you to place a secondary label on the back of your work highlighting any specific processes you may have used. This is a courtesy to the art collector and helps sell your work.
- Please follow the guidelines above based on whether your photograph is framed or printed on canvas.

## **Freestanding or Pedestal Artwork Standards**

**Pedestal artwork standards will be strictly enforced. Artworks not meeting these standards will not be accepted to exhibit. We are competing with many other galleries in the area so the need for a professional presentation is extremely important. If presented professionally, the salability of all art, whether created by a beginner or experienced artist, will be enhanced.**

Here are a few points that apply to all types of pedestal work;

- Artwork must be original in conception and execution. No kits, copies or work from published photographs.
- 'Fakes' (copies of well-known art) are only allowed if we hold our "Fabulous Fakes" event.
- Broken, chipped, unstable, dusty, or dirty work will NOT be accepted into the exhibition.
- All three freestanding or pedestal works must be changed **quarterly** at change of show.
- 3-dimensional artwork should not exceed 40 lbs. Exceptions to this rule will be determined on an individual basis.

**Three freestanding or pedestal artworks are allowed per artist per exhibition.<sup>1</sup> One piece of framed or hanging fiber art, assemblage, metalwork, basketry, etc. will be accepted in lieu of three freestanding pieces, but an artist may not have BOTH in one exhibition.**

<sup>1</sup> Due to limited floor space, this number may be adjusted in the future.

**\*\*Currently the gallery does not accept wearable fiber art, pillows, throws, quilts, or similar works. For questions about acceptability of a particular type of 3-D work, please contact a Gallery Representative.**

## **Bin Art**

- An artist may submit up to **3** pieces of bin art.
- Minimum 11 x 14; Maximum 28 x 36 inches.
- Art should be mounted on, or backed with 3/16" Foam Core board. Do not use 1/8" Foam Core, cardboard, or any other material.
- If matted, art should be matted according to the same standard as for hanging art.
- Art should be professionally shrink-wrapped or packaged in clear, self-sealing polypropylene bags. If using bags, artwork should be the exact size of the bag; folded. In the case of odd sizes where artwork might not fit snugly, taping to fit is acceptable. However, if taped the edges must be firmly secured.
- As with hanging art, bin art will be reviewed for adherence to quality standards and returned to the artist if standards are not met. Please do not bring art with faded mats, yellowed packaging, old labels or anything that appears shopworn.
- Affix a gallery label to each piece of your artwork and record it in the bin art book located at the desk. Label must be filled out in its entirety. You may print your own at home using the Avery template available from a Gallery Representative.
- Bin art over 3 months old should be replaced with fresh inventory. All art more than 3 months old will be pulled from the bins and must be picked up by the artist when notified.
- Bin art inventory changeover months for 2020 are the following: January, April, July, and October. On Change of Show day for the months listed, each artist exhibiting bin art must fill out an updated inventory form and remove unsold bin art to replace with new pieces. If the artist fails to update their inventory sheet with a new sheet on change of show months, their pieces will be pulled from bins and the artist will be notified to pick up.
- Limited Editions: If it is an edition, for example, of 25 prints, the prints are sequentially numbered: 1/25, 2/25, 3/25...etc. If the same image is reproduced in a variety of sizes, each size should be labeled as a separate edition.
- Certificates of Authenticity: Be careful! This is your guarantee to the purchaser that the print is a limited edition and/or was printed to meet archival standards.

## **Notecards**

- An artist may use up to 3 slots (notecard widths) on the notecard rack.
- Maximum size: 6" wide x 9" tall.
- Cards and card sets should be professionally shrink-wrapped or packaged in clear, self-sealing polypropylene bags or boxes. If using bags, artwork should be the exact size of the bag; folded.
- Notecards will change on the same schedule as bin art.

## **Magnets**

- An artist may display up to **3** magnets.
- The size of a business card is ideal (2" x 3 ½ "). Maximum 4"x 4". Like the Small Wall, there will be a size square to check the sizes of the magnets. Any magnets larger than the maximum will not be put on display and will be returned to the artist.
- Art magnets should be professional in appearance, as they will be priced at \$10 each. All magnets will be the same price, no exceptions.
- Magnets can be prints of artist's work, photo prints, or original photography printed matte or glossy, up to the artist. You may affix your artwork on cardstock to add a pop of color or make it look like a frame. You may sign your magnet and/or write the title of the piece on the front, but again, it needs to be professional looking.
- Jewelry and 3D artists are invited to display magnets. Make sure that they are lightweight, that pieces are securely affixed, and that you are within the size limits.
- The artwork needs to be securely fastened to the magnet part with a strong, secure adhesive. Your magnet should not fall apart when someone pulls it off of the magnet board.
- You will be responsible for making up a code and putting a small sticker on the back of each magnet with your initials and a number code. Example: KG3
- Magnets do not need to be in any sort of packaging. They will stick on the Magnet Board, just like they would on someone's refrigerator.
- Magnet Board inventory log will be kept in the same area as our other inventory notebooks. Artists are responsible for entering their new inventory when they add pieces.
- You will receive a call when you sell magnets. You may come in to replace sold piece when you receive the call.
- When you come in to bring replacements, the artist is responsible for logging new inventory into the Magnet Board inventory log.

Magnets will be held to the highest standard. Think of these as a smaller version of your artwork that is in the gallery and think about what quality you expect in a \$10 magnet.

**Art League Gallery has the right to remove any items which do not follow these standards. Your suggestions are welcome and we'll try to answer any question you may have regarding these updated policies.**

## **Artist's Exhibition Agreement**

Please be sure that you have read and signed the Artist's Exhibition Agreement to indicate that you agree to all terms listed in the above guidelines for 2020. Please provide a current personal biography and photograph (optional) for a Gallery Representative to make available to visitors and patrons.

## **Double Hanging Policy**

An artist may hang a second piece of artwork if they pay the \$85 Double Hanging Fee in addition to the Exhibiting Artist Fee. This applies to wall hung artwork only. Due to space limitations, we cannot allow 3-D artists to show more than three works per show.

## **Contact Information**

If you have any questions, contact a Gallery Representative at 843.681.5060.

## ARTIST'S EXHIBITION AGREEMENT—Calendar Year 2020

Name (last, first) \_\_\_\_\_

Address (city, state, zip) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Exhibition fee paid , date \_\_\_\_\_ Membership fee paid , date \_\_\_\_\_

1. I, the undersigned, hereby agree that I will not hold Art League of Hilton Head, any of its volunteers, employees, or agents responsible for any loss or damage, however caused, to any work submitted for exhibit. If the exhibition is being held at any site other than Art League Gallery at the Arts Center of Coastal Carolina's Walter Greer Gallery, the foregoing provision shall likewise apply to and release from liability Art League of Hilton Head, its volunteers, employees, and agents.

2. The undersigned has paid an **exhibition fee of \$85.00** and the minimum **annual membership dues**. This allows the undersigned to **exhibit from January 1 to December 31**.

3. All artwork must be for sale, remain in the gallery and cannot be removed during the specified duration of the show, unless sold.

4. **Any artwork that is left in the gallery for longer than one month (30 days) after the close of an exhibition without prior approval will automatically become the property of the Art League of Hilton Head** and will be disposed of in any manner decided upon by the Art League. Artwork may be retrieved by a person designated by the undersigned with prior notification to a Gallery Representative.

5. Art League of Hilton Head receives a commission of thirty-five percent (35%) of the sale price of artwork; **the artist receives sixty-five percent (65%) of the sale price. This also applies to the sale of an exhibited work of art up to thirty (30) days after the close of an exhibition for which the work was submitted, if the buyer was introduced to the work of art in Art League Gallery.**

6. The undersigned understands that **all artwork sales must be processed through Art League Gallery** unless prior arrangements have been made with the Gallery Representative. The undersigned further understands that exhibitors are not authorized to effect sales of their own work directly with a customer. Checks in the full amount indicated on the identification card will be made payable to the Art League of Hilton Head. At the beginning of each month, the Art League Treasurer will issue a check to the artist for 65% of all sales processed in the previous month.

The undersigned also understands that all prices indicated on the identification cards are set by the artists and are not negotiable by gallery personnel.

7. The undersigned agrees to pay the Art League of Hilton Head twenty percent **(20%) for a commission** or ten percent **(10%) for a referral** s/he may receive as a result of the efforts of the Art League of Hilton Head.

8. An absentee artist may enlist the services of gallery staff to quarterly manage the changing and hanging of their work (up to three pieces) for \$150/year. This option is limited to space availability. All other standards and guidelines apply.

9. I give permission to ALHH to photograph and use my artwork for marketing and promotional purposes.

Art League Board of Directors (or their designees) reserves the right to judge whether or not a piece of art is original, is the work of the submitting artist or if the work is appropriate for display in Art League Gallery. Art League of Hilton Head provides a self-supporting gallery to show artwork that is in good taste and non-controversial.

I have read and understand all of the guidelines in the 2020 Exhibiting Artist Information Packet. If you have any questions or concerns, please call a Gallery Representative at 843.681.5060.

SIGNED BY \_\_\_\_\_ DATE \_\_\_\_\_