



# 2021 Exhibition Guidelines

ART LEAGUE  
OF HILTON HEAD

## Questions or Concerns?

**Please contact:**

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*Gallery Manager*

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Art League Gallery: 843.681.5060

Located mid-Island inside Arts Center at 14 Shelter Cove Lane

Mail to: PO Box 22834

Hilton Head Island, SC 29925

[www.ArtLeagueHHI.org](http://www.ArtLeagueHHI.org)

[www.facebook.com/ArtLeagueHiltonHead](https://www.facebook.com/ArtLeagueHiltonHead)

*Revised on 09/14/2020*

# 2021 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 it will not be accepted for exhibition.*

- **Annual Exhibiting Membership: \$150**
- **Each artist is permitted one piece of 2D artwork or three pieces of freestanding or pedestal artwork (3D) 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.
- **All works must be for sale.** If your piece sells, you are encouraged to bring in a replacement piece of a similar size as soon as possible. All work must remain in the gallery for the duration of the show unless sold.
- 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:**

Art League Gallery prides itself in making sure all pieces are displayed at their best. 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. Install begins at 1pm and in order to have a cohesive installation no artwork will be accepted late.

## **Change of Show**

- Artworks must be delivered on the change of show day between 9am and 1pm. **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.
- If you would like to use replacement artwork from a current exhibition to be displayed in next month's exhibition, you must re-register the piece at change of show or by contacting a Gallery Representative in advance.
- Artworks being shipped must arrive the Friday prior to change of show.
- Please use the change of show form provided by the gallery.
- Pick up is also between 9am and 1pm 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 a Gallery Representative to make arrangements. We can 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.**
- Change of show occurs on a monthly basis. Please consult the website for details.

## **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; 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 photos.
- 'Fakes' (copies of well-known art) are not allowed except during our *Fabulous Fakes* exhibition.
- 2D artwork should not exceed 20 lbs.
- Framed artwork must not exceed 40" (wide) x 60" (tall).
- Framing wire is required, with the exception of metal backed artworks.
- Using string, fishing line or any other material for hanging is not acceptable.
- Framing wire must be attached using d-rings or screw eyes.

## **Framed Works**

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

\*Frames, Plexiglas, Glass, & Mats that are dirty, damaged, or scratched are not acceptable.

### **Plexiglas:**

- Works on paper should be covered in Plexiglas.
- Plexiglas should not be bulging and must fit the frame.
- Plexiglas must be 1/10-1/8 inch thickness.
- 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.*

### **Glass:**

- Pastels should be covered in glass.

### **Matting:**

- Acid-free mats are recommended.

### **Hanging:**

- Wire must be completely hidden behind the frame.
- No wet paintings will be hung.

## **Works on Canvas**

**If work is unframed, it must be on Gallery Wrapped Canvas, with no tacks or staples showing.**

All canvases must be squared and secured at right angles & sides must be painted.

### **Hanging:**

- Wire must be completely hidden behind the frame.
- 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 (3D) works.
- Framed works in Fiber must follow the "**Framed Works**" guidelines.
- Unframed works in Fiber, Assemblage, Metalwork, Basketry, etc. must follow "**Works on Canvas**" guidelines.

## **Small Wall**

**Exhibiting members may exhibit one piece of artwork on the Small Wall for free.**

- Small Wall works must be changed quarterly at minimum.
- Small Wall works must be 10"x10" or less, including frame.
- Small Wall works must be \$100 or less.
- All pieces must be hung by a wire.

## **Photography**

**All exhibited photographs regardless of type or process, will be designated as a "Photography" 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 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 on canvas.

## Freestanding or Pedestal Artwork Standards

**3D 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 photos.
- 'Fakes' (copies of well-known art) are not allowed except during our *Fabulous Fakes* exhibition.
- Broken, chipped, unstable, dusty, or dirty work will not be accepted.
- All three freestanding or pedestal works must be changed **quarterly** at change of show.
- 3D 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.*

Note: Currently the gallery does not accept wearable fiber art, pillows, throws, quilts, or similar works.

## Bin Art

- An artist may submit up to **3** pieces of bin art.
- Minimum 8 x 8; Maximum 36 x 40 inches.
- Art should be mounted on or backed with at least 3/16" Foam Core board.
- 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 four months old should be replaced with fresh inventory. All art more than four months old will be pulled from the bins and must be picked up by the artist when notified.
- Bin art inventory changeover months for 2021 are the following: **January, May, and September.** 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 or stands<sup>2</sup>
- 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.

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

<sup>2</sup> Due to limited space, this number may be adjusted in the future

## **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".
- 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. 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 it must look professional.
- Jewelry and 3D artists are also invited to display magnets.
- The artwork needs to be securely fastened to the magnet part with a strong, secure adhesive.
- 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

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

## **Artist's Exhibition Agreement**

Please read and sign the Artist's Exhibition Agreement to indicate that you agree to all terms listed in the above guidelines for 2021 and return it to the Gallery Staff.

Whether you are new or renewing your exhibiting membership, the Artist's Exhibition Agreement needs to be filled out and turned in to Gallery Staff to be kept on file at the gallery. Artwork will not be displayed for artists who do not have an agreement on file. Agreements are renewed yearly along with exhibiting memberships.

Please provide a current personal biography and photograph (optional) for a Gallery Representative to make available to visitors and patrons.

## **Double Exhibition Fee**

An artist may hang a second piece of artwork if they pay the \$95 Double Exhibition Fee in addition to the Exhibiting Membership. This applies to 2D artwork only. This allows the artist to exhibit two pieces in the main gallery exhibit, two pieces on the Small Wall, and two pieces at each Satellite location.

## **Managed Artist Fee**

An absentee artist may enlist the services of gallery staff to quarterly manage the changing and hanging of their work (up to 3 pieces) for an additional \$150/year. This option is limited to space availability. All other standards and guidelines apply.

If you travel frequently or live in the area part-time, this may be an option for you. Gallery Staff will not store any artwork unless you are a managed artist.

## ARTIST'S EXHIBITION AGREEMENT—Calendar Year 2021

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

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

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

Exhibiting Membership paid date: \_\_\_\_\_ Double Exhibition 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 **exhibiting member fee of \$150.00**. 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 Art League of Hilton Head** and will be disposed of in any manner decided upon by 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 Art League of Hilton Head. At the beginning of each month, the Art League Bookkeeper 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 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 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.
  10. I understand that my artwork will not be shown in the gallery the month of the Gullah Exhibit (February) and Biennale (May) unless I am selected by the jurying process.
- 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. If you have any questions or concerns, please call a Gallery Representative at 843.681.5060.

I have read and understand all of the guidelines in the 2021 Exhibiting Artist Information Packet.

**SIGNITURE** \_\_\_\_\_ **DATE** \_\_\_\_\_