



Exhibition Guidelines

ART LEAGUE OF HILTON HEAD

Questions? Contact:

Art League Gallery

Phone: 843.681.5060

Email: gallery@artleaguehi.org

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

Mail to: PO Box 22834

Hilton Head Island, SC 29925

www.ArtLeagueHHL.org

www.Facebook.com/ArtLeagueHiltonHead

Revised on 11/10/2021

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:

- The annual exhibiting membership must be paid-in full.
- 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 not repeat 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. The show install begins at 12pm and to produce a cohesive installation no artwork will be accepted late.

Change of Show

Artworks must be delivered on the change of show day between 10am and 12pm. 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. Please use the change of show form provided by the gallery.

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 the change of show or by contacting a Gallery Representative in advance.

Artworks being shipped must arrive the Friday before the change of show.

The artist's name on the change of show form and artwork label must be their legal name, no pseudonyms, to ensure proper bookkeeping records.

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 the 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 cannot 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.

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. 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.

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 25 lbs.
- Framed artwork must not exceed 60" (wide) x 60" (tall).
- Framing wire is required, except for 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.
- The hanging wire must be completely hidden behind the frame.
- No wet paintings will be hung.

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 thick.

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. 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.

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.

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.

- Small Wall works must be changed quarterly at a minimum.
- Small Wall works must be 10"x10" or less, including the 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 the 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 at least 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. 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.

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

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

Bin Art

An artist may submit up to three* pieces of bin art. Minimum 8 x 8; Maximum 36 x 40 inches. Art should be mounted on or backed with at least a 3/16" Foam Core board. If matted, art should be matted according to the same standard as 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. Each label must be filled out in its entirety.

On a quarterly basis, 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 them 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 exhibit up to ten notecards, bookmarks, or small items*
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 must be priced consistently as a whole dollar amount as individuals or sets.

Notecards will no longer have inventory numbers. If a notecard sells, you will be notified that a notecard sold but it will be up to the artist to keep track of which subject sold.

Magnets

An artist may display up to 3* magnets. Maximum 6"x 6". 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 your original work, prints, or original photography printed matte or glossy. 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.

Magnets will no longer have inventory numbers. If a magnet sells, you will be notified that a magnet sold but it will be up to the artist to keep track of which subject sold.

*Due to limited space, this number may be adjusted throughout the year

Jewelry

Jewelry displayed in Art League Gallery must have original and creative design elements that make it unique. Due to the limited space, new jewelers must apply to be selected by the Jewelry Panel consisting of five individuals; an Artist Advisory Council Member, the General Manager, a current exhibiting jeweler plus two other Art League Members. Selection is determined from the list of interested jewelers for their design esthetic and workmanship, to create diversity and range in the jewelry displayed in the gallery.

Jewelry artists may exhibit at Art League Gallery on a per box basis of \$70 per box. One additional box may be obtained for an additional \$70 after a year of exhibiting in the gallery. **Additionally, a membership must be purchased in addition to the box fee(s).** All sales are subject to our standard commission rates stated in the Exhibiting Artist Agreement. All jewelers must adhere to the following guidelines:

Change of Show:

All jewelers will be required to participate in the change of show quarterly. All inventories must be 100% replaced and a new inventory sheet completed during Change of Show. Displays will be rotated every three months. If a jeweler does not comply with the aforementioned Change of Show regulations, the jeweler will be warned. This will be monitored by the Gallery Manager. If the jeweler still does not comply with these regulations promptly, they will lose their space and be replaced by another jeweler from the list, also chosen by the panel.

- Jewelry must remain in the gallery and cannot be removed or “switched out” unless during the aforementioned Change of Show period.
- If your piece sells, you are encouraged to bring in a new piece of a similar size as soon as possible to replace it.
- Extra jewelry may be stowed in the red boxes located in the storage cabinet of the large case. The Gallery Manager and Sales Associate can replace sold pieces if extra pieces are stored in your specific box. You will still receive a phone call for sold pieces. At that time, you may inform the employee what piece you would like to be put on display. If you do not inform the employee what you would like to use, an Art League employee will choose.
- Artist’s name must be permanently written on every display form.

Display Requirements:

All jewelry must be displayed professionally and artistically. Uniformity within your display will benefit all jewelers. Overcrowding and sparsely filled cabinets should be avoided.

Jewelry displays must meet the following guidelines;

- Earrings must be on a display (no earring cards)
- No more than two large (10” or higher) neck display forms per box
- Professional display forms only
- Ten items per box maximum

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 questions you may have regarding these updated policies. Art League of Hilton Head reserves the right to amend these guidelines as needed.

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 and return it to the Gallery Staff. 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.

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 an additional 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

Name (last, first) _____

Address _____

Phone (____) _____ - _____ Email _____

Membership Purchase 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 any 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 (\$125 for Jewelry Artists)**. 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 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 permit ALHH to photograph or record my artwork for use in 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. 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 Exhibiting Artist Information Packet. I understand that this agreement can carry over year-after-year in which I exhibit with Art League of Hilton Head.

Signature _____ Date ____/____/____