



Exhibition Guidelines

ART LEAGUE OF HILTON HEAD

Changes highlighted in yellow.

Revised on 11/24/2023

Questions? Contact:

Art League Gallery

Phone: 843.681.5060

Email: gallery@artleaguehhi.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

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

Art League Gallery welcomes artists of all skill-levels to exhibit in our public gallery who are 18 years of age or older and a Lowcountry or surrounding GA County resident.*
(*See pg. 7)

Art League Gallery strives for a professional presentation of artwork. Artwork must meet the following guidelines, or it is not acceptable for exhibition:

- To exhibit, the artist must purchase an Art League of Hilton Head Exhibiting Membership
- Each artist can exhibit one piece of 2D artwork or three pieces of freestanding or pedestal artwork (3D) per exhibit. With each change of show, a new artwork must be delivered to the gallery and the old artwork must be picked up (unless sold).*
 - Note that each artist can only show one 'type' of work per exhibition. For example, if an artist is a painter and a sculptor, they may choose to display 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 exhibit's duration unless sold.
- Artists can show an artwork previously on exhibit after six months.
- Diptychs and triptychs are one price for the set and cannot be sold individually.

The combined size of the artwork must fit within the total allowable size limit.

*3D can stay up to three months if arranged in advance with a Gallery Representative.

A note about hanging:

Art League Gallery prides itself on displaying artwork as best as possible. Once placed for exhibit, no member can change an artwork's location in the gallery or remove it before the following change of show date. The gallery will provide all labeling—no displaying of additional labeling or business cards is allowed except by the featured artist. The show installation begins at 12pm, and **no late artwork is acceptable** to produce a cohesive exhibit.

Change of Show

Deliver artwork on the change of show day between 10am and 12pm. No artwork is acceptable 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 exhibit in the following exhibit, you must re-register the piece at the change of show or by contacting a Gallery Representative in advance.

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. If a member wants to use their registered business name connected to a business tax ID number that is acceptable.

Pick-up is also between 10am and 12pm on the change of show date. Arrange for someone else to pick up your artwork if you are unavailable. If extenuating circumstances do not allow you to pick up your work on the change of show day, please call a Gallery Representative to make arrangements. We cannot guarantee that we can accommodate your needs.

Any artwork left in the gallery for longer than four weeks after the close of an exhibition without prior approval becomes the property of Art League of Hilton Head.

Hanging Standards

Hanging standards are strictly enforced. Artworks must meet the hanging standards to qualify to be exhibited. We are competing with many other galleries in the area, so a professional presentation is essential. If presented professionally, this will enhance the salability of all art. The gallery encourages you to place a secondary label on the back of your work, highlighting any specific processes you have used. This additional label is a courtesy to the art collector and helps sell your work.

All types of artwork must meet the following criteria:

- 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 36"(width) x 48"(height).
- Hanging wire is required, except metal-backed artworks may have a sawtooth.
 - If an artwork is missing a wire, Art League Gallery will charge a \$10 wiring fee, or the artist will be required to come repair their artwork before exhibiting.
 - Using string, fishing line or any other material is unacceptable.
 - Hanging wire must be attached using d-rings or screw eyes.
 - Hanging wire must be tight and not show above the artwork.

Framed Works

Simplify your framing. Let your art speak for itself. Frames, Plexiglas, Glass, and Mats that are dirty, damaged, or scratched are unacceptable.

Plexiglas:

- Cover works on paper 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 artwork's frame includes Plexiglas, which is archival and UV-resistant. To preserve its original quality, clean Plexiglas 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 must be covered with glass.
- Art League Gallery recommends an acid-free mat.

Works on Canvas

If work is unframed, it must be on gallery-wrapped canvas, with no tacks or staples showing. All canvas must be square and secured at right angles. The sides must be painted or clean of any paint. **Canvas must be 1/2" in depth or larger.**

All Other Wall Works

One piece of framed or hanging Fiber art, Assemblage, Metalwork, Basketry, etc., will be accepted in place of three freestanding/ pedestal (3D) works.

- Framed works in Fiber must follow the "Hanging standards" guidelines.
- Unframed works in Fiber, Assemblage, Metalwork, Basketry, and so forth must follow "Hanging Standards" guidelines.
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Small Wall

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

- Small Wall works must change quarterly at a minimum.
- Small Wall works, including the frame, must be 10"x10" or less.
- Small Wall works must be \$100 or less.
- Only hanging wire or sawtooth hangers are acceptable.

Photography/ Digital Art

All artwork must meet all hanging standards for wall display. When listing the medium, artists in this category must use one of these three options based on the creation process: Photography, Photographic Digital Art, and Digital Art.

- Photography - any small edit photography, such as dodging, burning, masking, cropping, saturation, and contrast.
- Photographic Digital Art - any digitally enhanced artwork that began as a photograph taken by the artist, such as overlays, composite, and creating or adding overlay with painterly effect.
- Digital Art - art created solely on an electronic device from a blank screen. We will not accept any illustrations or AI-generated artwork creations.

All photography or digital art must conform to US Copyright laws and be the sole work of the exhibiting member artist. The artist must create or photograph all parts of the image.

We do not accept AI (Artificial Intelligence) generated artwork. (This means no AI for any portion of the image)

* Photography & Mixed Media - In an instance where a 2-D wall art has been created with the use of photographic or digital images as well as other mixed media, it is possible that this work may fit into the mixed media category, and you may choose this as your shown medium.

A maximum of ten digital artists can exhibit at Art League Gallery.

Freestanding or Pedestal Artwork Standards

3D artwork standards are strictly enforced. Artworks not meeting these standards are not acceptable to be on exhibit. We are competing with many other galleries in the area, so a professional presentation is essential. 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 is unacceptable.
- All three freestanding or pedestal works must be changed at least quarterly* at the change of show.
- 3D artwork should not exceed 25 lbs.
- Three freestanding or pedestal artworks can be shown each exhibition. One piece of framed or hanging fiber art, assemblage, metalwork, basketry, and so forth is acceptable in place of three freestanding pieces, but an artist may not have both in one exhibition.

*3D can stay up to 3 months if arranged in advance 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". Artworks must be mounted on or backed with a 3/16" Foam Core board. If matted, the art must be matted 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 completed gallery label to each piece of your artwork and record it in the bin art book at the desk.

Quarterly, each artist exhibiting bin art must fill out an updated inventory form and remove unsold bin art to replace it with new pieces. If the artist fails to update their inventory form 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, and so on. 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 printed to meet archival standards.

Notecards

An artist may exhibit **one slot length** of notecards, bookmarks, or small items.* Maximum size: 6" (width) x 9" (height)

Cards and card sets must 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.

3D artists may display ten small items on the far window cabinet. The artist must provide their own professional display no larger than 18" x 18".

Notecard/ Bookmark/ Small Item sales are inventoried by quantity, not subject matter. The artists must track their subject-matter sales.

Magnets

An artist may display up to three* magnets. Maximum 6"x 6". Art magnets should be professional in appearance and priced at \$10 each. All magnets will be the same price, with 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. The artwork must be securely fastened to the magnet part with a strong, secure adhesive. 3D artists can display magnets.

Magnet sales are inventoried by quantity, not subject matter. The artists must track their own subject-matter sales.

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

Jewelry

Jewelry displayed in Art League Gallery must be original and have creative design elements that make it unique. Due to the limited space, new jewelers must apply to exhibit. Jewelry is juried by a panel consisting of five individuals; an Artist Advisory Council Member, the Gallery Manager, a current exhibiting jeweler, plus two other Art League Members jury artists. 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 **\$95 per box**. One additional box may be obtained for an **\$95** after a year of exhibiting in the gallery. **A membership must be purchased in addition to the box fee(s).** All sales are subject to our standard commission rates 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 must be completed.

Displays will rotate every three months. If a jeweler does not comply with the aforementioned Change of Show regulations, the jeweler will be warned. The Gallery Manager will monitor this. If the jeweler does not promptly comply with these regulations, they will lose their exhibition opportunity.

- 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 box. You will still receive a phone call or email for sold pieces. You may inform the employee what piece you would put on display at that time. If you do not tell the employee what you want to use, an Art League employee will choose.
- The artist's name must be permanently written on every display form.

Display Requirements:

Display all jewelry professionally and artistically. Uniformity within your display will benefit all jewelers. Avoid overcrowding and sparsely filled cabinets.

Jewelry displays must meet the following guidelines;

- Earrings must be on a professional display stand (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

Plagiarism & Copyright Infringement

Art League of Hilton Head takes plagiarism and copyright infringement very seriously. We strictly prohibit the sale of plagiarized artwork or copyrighted artwork reproductions. It is important to respect the originality of an artist's work and protect their intellectual property. Any member found to be selling plagiarized artwork will face consequences, up to termination of their membership with Art League of Hilton Head. We urge all members to create and sell original art pieces and uphold the art community's integrity.

- Merriam-Webster Dictionary defines plagiarizing as "to steal and pass off (the ideas or words of another as one's own: use (another's production) without crediting the source"
- Merriam-Webster Dictionary defines Copyright as "the exclusive legal right to reproduce, publish, sell, or distribute the matter and form of something (such as literary, musical, or artistic work)"

How to avoid plagiarism and copyright infringement:

- **NEVER SELL COPIED ARTWORK** - Copying the master's work has been a practice among artists for centuries. However, there is a difference between "practice art" and the artwork you intend to sell. It is illegal and unethical to sell these copies as your own. Copies, or "fakes," are only acceptable when the

organization allows it. ALHH only allows fakes to be exhibited at our gallery during our Fabulous Fakes exhibit.

- **CREDIT ALL WORK THAT ISN'T YOURS** - Even when participating in Fabulous Fakes, the original artist should be credited. Artists should always ask permission before recreating a photograph they did not take. Once permission has been granted, artists should still credit the photographer who took the source photograph.
- **ARTWORK CREATED IN WORKSHOPS** - Please be aware that many juried art exhibitions throughout the country and world prohibit the entry of any artwork that was created during a class or workshop. Please always check the specific rules when you enter a juried show. If you receive help directly on your work from another artist or instructor, you should ask that person if it is okay to sell it. Every person may feel a different way. Some instructors look at these as learning tools that shouldn't be sold. The best way to ensure you don't have to worry is to avoid having another person work directly on your piece or ask at the beginning so there are no surprises.

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 must be completed and turned in to the Gallery to be kept on file. An artist can only display their art with a signed agreement.

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



All Exhibiting Artists must be at least a part-time resident of the shaded Lowcountry and surrounding GA counties.

Art League Gallery has the right to remove artwork not following 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.

ARTIST'S EXHIBITION AGREEMENT

Name (last, first) _____

Address _____

Phone (____) ____-____ Email _____

- 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**. This fee allows the undersigned to **exhibit from January 1 to December 31**.
3. All artworks must be for sale, remain in the gallery, and cannot be removed during the specified duration of the show unless sold.
4. **Any artwork left in the gallery for longer than four weeks 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.
Initial here to certify you agree
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 affect 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 because of the efforts of Art League of Hilton Head.
8. I permit ALHH to photograph or record my artwork for marketing and promotional purposes.
9. I agree to indemnify and hold Art League of Hilton Head Island Inc. harmless of all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorney fees and other litigation costs and expenses) incurred by Art League of Hilton Head Island, Inc. as a result of any claims or suits that I (of anyone claiming by, under or through me) may bring against Art League of Hilton Head Island, Inc. to recover any losses, liabilities, costs, damages, or expenses which arise during or result from participation in any Art League of Hilton Head Island, Inc activity, regardless of whether or not caused in whole or part by negligence or other fault of Art League of Hilton Head Island, Inc..

Art League Board of Directors (or their designee) reserves the right to determine whether an artwork is original, is the work of the submitting artist, or is suitable 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.

Signature _____ Date ___/___/_____