



# **EXHIBITION GUIDELINES**

## **2026**

### **QUESTIONS?**

**Contact:** Art League Gallery

**Phone:** 843.681.5060

**Email:** [gallery@artleaguehhi.org](mailto: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.ArtLeagueHHI.org](http://www.ArtLeagueHHI.org)**

# ART LEAGUE OF HILTON HEAD

## Exhibition Guidelines & Artist Exhibition Agreement

*Guidelines apply to Art League Gallery and all Art League of Hilton Head satellite exhibition locations.*

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## EXHIBITION GUIDELINES

### Eligibility & Membership

Art League of Hilton Head welcomes artists who live within the designated Lowcountry region and surrounding Georgia counties (see map below). Exhibiting Artists must be at least 18 years old and maintain a current Exhibiting Membership to participate in gallery exhibitions.

- To exhibit, the artist must purchase an Art League of Hilton Head Exhibiting Membership (Individual Membership and Box Fee for jewelry artists).
- Artists may exhibit **one (1) 2D artwork OR two (2) 3D artworks per exhibition cycle** (not both). All artwork must be for sale and remain on display for the duration of the exhibition unless sold. While on display, artwork must be sold exclusively through Art League of Hilton Head and may not be sold privately, through personal websites, or via outside channels. If an artist removes work early, conducts sales outside of Art League, or otherwise violates these requirements, Art League of Hilton Head reserves the right to cancel the artist's membership.
- If your piece sells, you are encouraged to bring in a replacement piece of a similar size as soon as possible.
- Artists can show an artwork previously on exhibit after six months.
- Diptychs and triptychs are one (1) price for the set and cannot be sold individually. The combined size of the artwork must fit within the total allowable size limit.
- You must use your legal name, no pseudonyms, on all forms; registered business names are acceptable.

**To exhibit you must live in one of the following Counties:**

*SC - Beaufort, Jasper, Hampton, Colleton, Dorchester, Berkeley, or Charleston*

*GA - Chatham, Bryan, or Effingham*



## Delivery, Pickup & Exhibition Cycle

Artwork must be delivered on the designated Change-of-Show day between **10am and 12pm**. Artwork must arrive exhibition-ready. Artists who cannot attend drop-off must contact the Gallery at least one week in advance to make alternate arrangements. **No artwork is acceptable after 12pm.**

Pickup also occurs on the Change-of-Show day between **10am and 12pm**. Artists may send a representative to pick up artwork.

Artwork left longer than **four weeks** after a show, without written approval, becomes the property of Art League of Hilton Head and may be sold, donated, or disposed of at the organization's discretion.

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## Gallery Installation & Presentation Standards

Art League staff handle all installation and placement decisions. Once installed, artwork may not be moved, exchanged, or removed early by the artist.

Only gallery-issued labels may be used. No personal business cards, signage, or promotional materials may be displayed unless the artist is the featured artist of the month.

Work must be clean, stable, undamaged, and professionally presented. Artwork that does not meet these standards may be refused.

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## Standards for Wall-Hung Artwork (2D)

All 2D work must be original in concept and execution. Replicas, copies, or class-derived works are not permitted except in the *Fabulous Fakes* exhibition.

- Maximum framed size: **36" x 48" (no orientation requirement)**
- Maximum weight: **20 lbs**
- All 2D artwork must be equipped with a properly installed **hanging wire**. Metal-backed works are the only exception and may instead use a securely mounted sawtooth hanger. For stability and to prevent artwork from leaning forward, hanging wires must be installed no more than one-third of the way down from the top of the frame, with minimal slack and positioned so the wire does not rise above the top edge when pulled taut.
- Wire must be attached with **D-rings or screw eyes**
- String, wire substitutes, and loose wires are not permitted
- A \$10 wiring fee applies if staff must wire any artwork or the artwork will not be hung.
- Diptychs and triptychs count as **one (1) artwork** and must be sold as a set, within the total size limit
- Giclées or enhanced giclée prints may not be displayed on gallery walls. They are permitted only in bin art or in approved Featured Artist displays.

Artists are encouraged to place a discreet descriptive label on the back of their piece to support sales and collector education.

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# Framing, Glazing & Surface Standards

Frames, mats, and glazing must be clean, free from scratches, and structurally sound.

## Plexiglas

- Required for works on paper (except pastels)
- Must fit the frame cleanly without bowing
- Thickness should be between **1/10" and 1/8"**
- Artists should provide a note on the back explaining Plexiglas-care instructions

*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

- Required for pastel artworks
- Acid-free mats are recommended

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## Canvas Standards

Unframed canvases must be gallery-wrapped and professionally finished.

- No visible staples or tacks
- Sides must be painted or clean
- Canvas must be squarely stretched
- Minimum depth: 1/2"

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## Fiber, Assemblage, Metalwork, Basketry & Other Hanging Works

**One (1)** of these works may be submitted in place of **two (2)** 3D pieces. The work must be professionally prepared for hanging and meet all installation and size requirements. Unframed fiber pieces must be blocked or mounted for stability.

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## Small Wall

Exhibiting Members may display **one (1)** piece on the Small Wall.

- Maximum size: **10" x 10"** including frame
- Price must be **\$100 or less**
- Hanging wire or sawtooth required
- 3D artists may display a small piece in the window cabinet (10"x10" or less, \$100 or less)
- Inventory must be updated quarterly.

# Photography, Photographic Digital Art & Digital Art

Photography must adhere to the same guidelines that apply to 2D artworks. To ensure fairness and clarity, artwork must fall into one of the following defined categories:

## Photography

Images captured solely by the artist using a camera, with traditional or digital photographic workflow.

- Only minimal editing such as cropping, color correction, sharpening, or exposure adjustment is permitted.
- The final image must remain a faithful photographic representation.

## Photographic Digital Art

Artwork based on the artist's own original photographs but transformed substantially through digital manipulation.

This includes:

- Composites or multi-image layers
- Digital collage
- Artistic textures, overlays, or reconstruction
- Heavy retouching or stylistic transformation
- Any editing where the final image could not exist through traditional photography alone

A maximum of **ten photographic digital artists** may exhibit at one time.

## Digital Art

Artwork created entirely in a digital environment using hand-drawn or hand-painted methods.

- Must be original and created directly by the artist using digital tools
- No AI-generated images or AI-assisted rendering of any kind
- No stock elements, clip art, or purchased brushes/textures unless the artist holds full rights and has substantially altered them

Mixed-media works using digital components may be categorized as Mixed Media when appropriate.

A maximum of **ten digital artists** may exhibit at one time.

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## 3D / Pedestal / Freestanding Artwork

3D work must be original, stable, and professionally finished.

- Maximum weight: **25 lbs**
  - Maximum submission: **two (2) 3D works per show**
  - No kits or assembled premanufactured elements
  - Wearable fiber art, quilts, pillows, and textiles are only accepted for *Anything Goes!* or *Gallery of Gifts* exhibitions
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# Bin Art

Artists may submit up to **three (3)** pieces of bin art.

- Must measure between **8" x 8"** and **36" x 40"**
  - Must be mounted on **3/16" foam core**
  - Must be shrink-wrapped or packaged in a snug, clear sleeve
  - Must include gallery labeling and be logged in the Bin Art Book
  - Limited editions must be correctly numbered, and COAs must meet archival standards
  - Inventory must be updated every four months (January, May, & September)
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## Notecards & Small Items

Each artist may display **one (1)\*** slot of notecards or small items.

- Maximum size: **6" x 9"**
- Must be professionally packaged (shrink-wrap or polypropylene sleeve)
- Pricing must use whole-dollar increments
- 3D artists may display up to 10 small items (6"x9" max) in the window cabinet with a professional display that is no larger than **14" x 14"**
- Sales tracked by quantity, not subject matter
- Inventory must be updated every six months (January and July)

\*Space permitting. Single notecards may be combined with other artists' cards to fill a slot.

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## Magnets

Artists may display up to **two (2)** magnets.

- Maximum size: **4" x 6"**
  - Each magnet priced at **\$10**
  - Artwork must be securely adhered and professionally presented
  - Sales tracked by quantity, not subject matter
  - Inventory must be updated every six months (January and July)
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## Jewelry

All jewelry must be original, handmade, and of professional quality. New jewelers must apply by submitting their work for jury review.

- Display case fee: **\$95 per box (up to two)** plus an Individual Membership
- Inventory must be replaced quarterly
- Jewelry may not be removed except during Change-of-Show
- Sold work must be replaced promptly (optional backstock storage is available)

**Display Requirements:**

- Earrings displayed on stands only (no cards)
- No more than two neck forms over 10" per case
- All forms must be professional-grade
- Maximum of **ten (10)** items per case

*Failure to meet jewelry standards may result in loss of display privileges.*

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## Copyright, Plagiarism & Originality

Art League of Hilton Head strictly enforces copyright law and expects all artwork to be the artist's own original creation.

**Copyright infringement includes:**

- Using someone else's copyrighted photograph without written permission
- Recreating or closely copying artwork from another artist
- Using online images (Google, Pinterest, Instagram, etc.) as reference without rights
- Copying composition, style, or subject matter to a degree that is substantially similar to another artist's protected work
- Offering class-made work for sale when the design is shared, derivative, or instructor-led

**Plagiarism includes:**

- Presenting another artist's creative concepts, ideas, or designs as one's own
- Submitting artwork that imitates another identifiable artist's signature style
- Creating "tributes" or "studies" that rely too heavily on another copyrighted work

**Prohibited:**

- AI-generated imagery
- Traced or copied masterworks (except in *Fabulous Fakes*)
- Unauthorized use of stock photography, clip art, templates, or proprietary design elements
- Selling workshop-based art when the instructor contributed to the outcome

Violations may result in removal from exhibitions, membership review, or termination.

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## Organizational Rights

Art League of Hilton Head reserves the right to decline or remove artwork that does not meet exhibition standards or is deemed unsafe, inappropriate, unoriginal, or otherwise unsuitable for display in a public gallery setting. Art League Gallery may adjust space allocations as needed and may amend these guidelines at any time to support professional presentation and operational requirements.

Artists with questions about these policies are encouraged to contact gallery staff at 843.681.5060.

## **ARTIST EXHIBITION AGREEMENT (2026)**

By signing this agreement, I acknowledge and agree to the following terms required for exhibiting with Art League of Hilton Head.

### **Liability & Assumption of Risk**

I understand that Art League of Hilton Head, its employees, volunteers, and agents are not responsible for any loss, theft, or damage to my artwork from any cause. I accept full responsibility for insuring my artwork and release the organization, its employees, board members, and volunteers and any partner venue from liability.

### **Membership & Exhibition Privileges**

My Exhibiting Membership (or Box Fee for jewelry artists) allows me to display artwork from January 1 through December 31 of the current year. All artwork must be for sale and remain on display for the full duration of the exhibition unless sold through the gallery. Artwork left more than four weeks after an exhibition closes, without written approval, becomes the property of Art League of Hilton Head.

### **Sales, Commissions & Referrals**

I understand that all sales must be processed through Art League of Hilton Head, with a 35% commission to the Gallery and 65% to me. This also applies to sales made within 30 days after an exhibition if the buyer first saw my work at Art League Gallery. I acknowledge that prices on identification cards are final after installation, and I will not negotiate directly with customers or conduct private sales inside the Gallery. I understand a 20% commission applies to any sale generated through Art League's efforts and a 10% commission applies to referrals. Commissions are paid monthly, with checks issued by the 20th of the following month.

### **Use of Images**

I grant Art League of Hilton Head permission to photograph or record my artwork for marketing, promotional, archival, and educational use without compensation.

### **Indemnification**

I agree to fully indemnify, defend, and hold harmless Art League of Hilton Head, its employees, volunteers, board members, agents, partner venues, and contractors from any and all claims, demands, damages, losses, liabilities, costs, and expenses (including reasonable attorney fees) arising out of or related to any activities, issues, demands, or claims associated with my participation within Art League of Hilton Head including but not limited to: (i) any allegation or claim that my artwork infringes upon the copyright, trademark, moral rights, or intellectual property rights of any person or entity; (ii) any misrepresentation regarding the originality or authorship of my artwork; or (iii) my participation in any Art League of Hilton Head exhibition or related activity.

This indemnification applies regardless of whether such claims arise during or after the exhibition and regardless of whether they are brought by third parties.

### **Originality & Suitability**

I affirm that all artwork I submit is my own original creation and complies with U.S. copyright law. The Art League Board or its designee has full authority to determine whether artwork is original, appropriate, and suitable for a public gallery environment.

### **Cancellation of Membership**

Art League of Hilton Head reserves the right to cancel any membership if the policies outlined in these guidelines and this agreement are not followed.

### **Signature**

By signing below, I confirm that I have read, understand, and agree to all terms in the Exhibition Guidelines and this Artist Exhibition Agreement.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_