



Guidelines: Preparing Your Work for Display with the Village Gallery of Arts (revision 11)

Susan Hook, 503-281-6688, Hanging Chair

Britt McNamee, 503-645-8979, Assistant Hanging Chair

Vacant: Inside show chair, featured artist information

Marlene Hunsinger, 503-297-8856, Crafts chair

Allen Greene, 503-646-9434, Housekeeping

These guidelines are from the Board of Directors and the Hanging chair to help you prepare your art to display in or for The Village Gallery of Arts. We are committed to quality of the presentation and of the art. We are always open to constructive feedback from the artist. We enjoy looking at and hanging your art, and we hope these guidelines will help you get ready for your best work to be displayed in the best possible manner!

If you have questions or suggestions, contact the appropriate chairperson named above. The Hanging chair makes the final decision as to how and where pieces will be hung and will have final say about any questionable pieces for inside shows.

Location of display

- Inside show: In the gallery, we display on four walls of the front
- Featured artist of the month: We display this work **ONLY** on the west wall of the front room (no wrap-around to the sides).
- Outside show: Contact the outside show chair for details or see the Art Focus.

Quick checklist (see details below)

- 1 Check your eligibility (membership dues are currently paid)
- 2 Number and size of pieces allowed
- 3 Frame quality and styles
- 4 Hanging wire quality
- 5 Art submission slips
- 6 Sign your art
- 7 Meet the hanging deadline
- 8 Setting prices for your art
- 9 Additional guidelines for the Featured Artist of the Month

I You must be eligible before you can display your art

ONLY our current **Active and Participating** members may display their work in ALL shows or as featured artist of the month. If your Member “type” is AC or P, and your dues are paid up-to-date, you may enter any show. Every artist member who displays artwork of any kind for sale and/or exhibition must first fill out and sign an **Artist Consignment Agreement**.

Associate members may display only in the two inside shows per year that are specified by the board. If your Member “type” is AS, and your dues are paid up-to-date, you may enter the specified two shows for Associate Members. (You may sign up on the Outside Show list as an Associate member, but we’ll call you only if there is space available.)

You must pay membership dues in the active (AC), participating (P), or associate (AS) category in order to display art. Instructor Members may sell cards but not display art.

2 Number and size of pieces

For inside shows, if you submit more art than specified below, the surplus will not be hung.

Inside (theme) shows maximum number of paintings to submit is:

- 1 larger piece (full watercolor sheet, approx. 22 x 30 in. or larger), or
- 2 medium pieces (half watercolor sheet, approx. 22 x 15 in.), or
- 3 small pieces (quarter watercolor sheet, approx. 11 x 15 in.)

Featured artist: Submit enough art to fill the west wall at the left end of the main gallery without overcrowding. See item 9 for restrictions and guidelines.

Outside shows: Check with the outside show chair for quantity and sizes of art.

Matted, unframed art in the bins: No more than four (4) items each artist. Rotate your bin art every three (3) months. If a piece is shop-worn and needs rematting or recovering, the Crafts chair will pull it and call you to pick it up.

3 Frame quality and styles

All art to be hung should be framed using gallery-type metal or wood frames with wiring hanging device. Frames should be in good condition. Art designed and finished to be shown without a frame can be shown without a frame if it makes sense and can easily be hung without danger of falling. Large canvas pieces might be an exception for obvious reasons. A larger canvas piece can be trimmed with lath board or have the outer edges painted to cover the staples, etc. Pieces with glazing should use 1/8-inch glass or Plexiglas*—no Mylar* or substitutes. Unsuitably framed art will be hung at the discretion of the Hanging Chair.

4 Hanging wire quality

Use a hanging wire or acceptable substitute. No metal zig zags. We will not accept wall-mounting tape.

5 Art submission slips

Fill out the correct submission slip completely (white for inside shows and featured artist; blue slip for outside shows). Position each slip at the back, center of the art piece, held down with masking tape—not Scotch tape. Do not attach the submission slip to the hanging wire.

6 Inventory your art

Fill out the correct Artist Inventory sheet found in the Artist Inventory Binder at the desk. Each artist is responsible for filling out this form correctly. The Desk-worker on duty should sign-in your artwork for verification. This is the legal record of your art submission.

7 Sign your art

Sign all your art. This helps us determine which side is up, especially with abstract pieces. If the submission slip gets lost, we can identify the art by the signature.

8 Meet the hanging deadline

We expect to hang all shows on the first Sunday of the month, rain or shine or holidays. BRING IN your work by Saturday the day before we hang the show.

9 Setting prices for your art

Do not set any item's price higher than \$1,000 maximum.

The Artist Agreement states that the Gallery is held liable for loss or damage to art works ONLY if we are found at fault, and then ONLY for 10% of the declared value. For your protection, you need to consider having your own insurance. If you mark a piece Not for Sale (NFS), you must still declare a fair market value for it (for the purpose of your insurance).

10 Additional guidelines for the Featured Artist of the Month if you are eligible & selected

You must be an Active or Participating member with dues current. You must have been a member for at least 1 year. You must have shown in at least 1 or more regular Village Gallery shows. You can be eligible for Featured Artist only once every 2 years, at most.

Provide an artist's statement or biography to display with your art.

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* Plexiglas is a registered trademark of ATOFINA Chemicals, Inc. Mylar is a registered trademark of DuPont Teijin Films.