

## **Arts of the Albemarle Gallery Exhibitor Rules**

**Exhibitors**-All exhibitors of the Arts of the Albemarle Gallery must be in good standing and 18 years of age (unless involved in a student exhibit).

Exhibitors must sign the agreement and release forms provided and become a member of the Arts of the Albemarle by paying annual dues.

**Art Display**- Artists are permitted to display 2 pieces of **original** work no larger than 48"x36". However, if your work is large, you may hang only 1 painting. Artist may also hang an additional 3 miniature paintings (maximum 5x7). All work is hung at the discretion of the Gallery Committee.

- Paintings must be framed or on wrap around canvas with the painting continuing around the edge.
- No work will be accepted in damaged frames, dirty mats, or with a raw edge or staples showing on the sides. Please use **wire hangers** on the back of all paintings.
- Display will be for a period of three months. Work cannot be re-hung in the gallery for a period of three months. It is to your advantage that you rotate your work.
- Additional paintings can be displayed in the special exhibit room during featured members' shows.
- Artists are requested to exhibit only original works. However, any exhibited work that is a copy of others work must be clearly labeled on the face of the work with the original artist's name. (Example-Monet, etc.)
- Unframed originals and prints may be displayed in bins, provided you hang original work in the Gallery.
- All works must be **for sale** unless it is an educational display arranged by the gallery committee.
- All work must be inventoried as we are now using the bar code (POS) system. Fill out the form at the front desk and leave artwork with the volunteer.

**Prints**- Framed prints **will not** be hung in the main Gallery. **Unframed** prints may be displayed/sold as bin work.

- All prints must be clearly marked as such on the price card. Also, prints generated by a personal computer and printer must be specified on the card.
- All bin work must be protected by plastic or acetate.
- We suggest that you rotate your bin work when other artwork is rotated.
- Keep your work updated and fresh.

**Commission-** The AOA Gallery will retain a commission of **35%** from the sale of all works sold. However, if you can volunteer one half-day per month, your commission will be reduced to **25%**. Please price all work accordingly.

- You are responsible paying commission to the Gallery for any work that is accepted as a direct referral from the gallery. (Example-You were called by the gallery manager, volunteer or customer and accepted to paint a mural, make a craft, or sell work that has been previously displayed in the Gallery.
- Checks for works sold will be issued monthly, usually by the fifth of the month.

**Volunteer Time-** Members are scheduled to work one-half day each month. For example “the first Monday, third Thursday, etc. Hours are 10am-2pm or 2-6pm Monday through Saturday. We are also open on Sunday from 1-4pm. We require 2 volunteers or a combination of a staff person per shift. If you would like to volunteer, please contact the gallery manager.

**Handcrafts-** Three articles of each craft must be submitted to the screening committee. Each type of work must be separately juried. (Example- An Artist accepted for paintings, must also have their baskets juried.)

- The number of craft items is limited as space allows. (Generally, no more than 20 of any one item.)
- Rotate crafts that are not selling well. No “shelf worn” crafts will be allowed.
- We encourage seasonal items, but please pick up when holidays are over.
- Members of the Albemarle Craftsman’s Guild do not have to be juried in any craft that they are currently approved in by the Guild.
- All items must be entered in the POS system. Fill out the inventory form and leave for entry & display.
- All work will be displayed at the discretion of the Gallery Committee.
- The Gallery Committee will encourage and promote the acceptance of only the highest quality of crafts.

The Gallery requests a biography of each artist and craftsperson. These are placed in a notebook for our volunteers & customers. They are interested knowing more about you.

The Arts of the Albemarle Gallery will not be responsible for the damage, loss or defacing of any exhibited works. All works left at the gallery without current membership paid, or lack of contact information will become the property of the gallery.

**Please keep this copy for your references.** (Revised 2009)