

ARTS OF THE ALBEMARLE

Jurying Process and Standards

Arts of the Albemarle is a juried Gallery. We encourage and promote the acceptance of only the highest quality fine art and artisan crafts.

Artisan crafts should be the original creation of the artist and professional in appearance. Work created from kits is not acceptable. Preference will be given to products containing the highest percentages of handmade components. All work submitted must be in compliance with copyright law.

Artists are required to jury for each medium they wish to display. For example, painters would need to re-jury if they wanted to display their photography.

Three articles of each medium (art or craft) must be submitted for consideration by the jury. You may submit more than one medium for consideration.

Fine Arts and Artisan Craft categories include (but are not limited to) painting, printmaking, photography, pottery, glass, metal, jewelry, fiber (wearable and nonwearable), sculpture, mixed media, wood, and book arts. Please contact the Gallery Director if your work does not fit neatly into any of these categories or if you would like further guidance on what can and cannot be considered.

The jury is composed of artists from all mediums, and potential exhibitors must receive a majority vote for acceptance.

We jury quarterly (January/April/July/October), with the deadline being the second Friday of the month (January/April/July/October).

You will be notified via email within two weeks of your acceptance or deferral. If the artwork is not accepted for showing in the Gallery, you are encouraged to resubmit for another jurying in the future, and you also will have the opportunity to participate in other AOA-sponsored shows and events.

The Gallery commission is 35% for exhibitors and 25% for artist volunteers. There are numerous volunteer opportunities at AOA. Our volunteers are critical to our success. Please contact us to determine the right fit for your skills and interests.

Initials _____

All artists are required to be current members of AOA. Membership information will be provided to each potential exhibitor in the jury packet.

The Gallery requests a biography of each artist and craftsman. These are made available to the public. Our patrons are interested in knowing about you. Be sure to get your biography to us as soon as possible.

Checks for work sold at AOA will be issued monthly, usually by the 15th business day of the month.

Gallery Submission Procedures

Work should be dropped off at the front desk, labeled and wrapped for its own protection. Please ask for your folder, fill out your inventory sheet and ask if you have any work to be picked up. Label each item with your name, item description and price. Labels and Inventory forms are available at the front desk. Unsold items removed from the Gallery will be in the new closet behind the Director's office. Please note—any work remaining after 60 days will become property of AOA. This rule may be enforced with or without written notice. If you are unable to pick up your work in the time allotted, please make arrangements with the Gallery Manager.

All work must be in the inventory system before being put on display. Deadlines for submissions for Gallery rehangs will be strictly enforced.

- Each artist is limited to three (3) framed pieces per rehang.
- The number of craft items is limited as space allows. (Generally no more than 15 of any one type of item—ex. 15 pieces of pottery, 15 pieces of jewelry, etc.)
- Rotate art/crafts every three months. Items that are not selling well should be removed and replaced with new inventory. No "shelf worn" crafts will be allowed.
- We encourage seasonal items, but they must be picked up when the holiday is over.
- No new work will be accepted during the week of First Friday.

Arts of the Albemarle Gallery Exhibitor Rules

Exhibitors must have a signed Exhibitor Agreement and Release Form on file.

All exhibitors of the Arts of the Albemarle (AOA) Gallery must be current members in good standing and at least 18 years of age (unless participating in a student exhibit). AOA will retain a commission of 35% from all sales. However, if you volunteer one half-day per month, the retained commission will be reduced to 25%. Work should be priced accordingly.

All work must be original artwork created by the member artist. AOA strictly prohibits works deemed obscene, racist, violent or offensive. The Gallery Manager reserves the right to refuse any work not found suitable for display at AOA.

Initials _____

Artists may hang two (2) original works no larger than 48"x36". Artists may bring in smaller pieces suitable for table displays, limited to three (3) pieces. All work is hung at the discretion of the Gallery Manager.

- Paintings must be framed or painted on wrap-around canvas, with the painting continuing around the frame edge.
- No work will be accepted in damaged frames, dirty mats, or with a raw edge or staples showing on the sides. All pieces must be ready to hang. Use only wire hangers on the back of all paintings. String is not acceptable. Do not back your art with tape, as presentation is important.
- 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 to rotate your work.
- Artists are requested to exhibit only original works.
- Unframed originals and prints may be displayed provided you hang original work in the Gallery.
- All works must be for sale unless they are part of an educational display arranged by the Visual Arts Committee.
- All work must be entered in the inventory system before being put on display. Securely attach a label to the back of each item that includes name, title, description and price. Inventory forms are available at the front desk. Fill out the form completely and legibly, and list all items with information requested. Leave the form and artwork with the front desk volunteer.
- Artists and craftsmen may supply their own display props. Please mark them clearly with your name.

Framed prints will not be hung in the Gallery. Unframed prints may be displayed and sold as bin work.

- All prints must be clearly labeled as such with a label securely attached. Prints generated by a personal computer and printer must be specified on the label. The label must also include your name, item description and price.
- All bin work must be protected by plastic or acetate.
- Bin work should be rotated every three months. It is important to keep your work updated and fresh.

AOA Gallery reserves the right to photograph works on display for publicity, education, and archival purposes.

The Gallery Director, assisted by member of the Visual Arts Committee, will conduct periodic reviews of work on display in the Gallery. AOA reserves the right to refuse any artwork or to request its removal.

Gallery Etiquette

We strive to showcase the finest arts and fine crafts in Northeast North Carolina. As an artist member, you are a representative of Arts of the Albemarle (AOA) and expected to be mindful of gallery rules and procedures.

Initials _____

You are encouraged to pay a commission to AOA for any work that is accepted as a direct referral from the gallery. (Example—You are contacted by or through AOA and you accept a commission to paint a mural, make a craft, or sell work that has previously been displayed in the Gallery.)

Respect your fellow artists, and address any issues or concerns with the Gallery Manager—not on social media such as Facebook, Twitter, etc.

Storage space is limited, so please be diligent in rotating and removing your work. Work left beyond the aforementioned timeframes will become the property of AOA, to be disposed of at our discretion.

The Arts of the Albemarle Gallery will not be responsible for the damage, loss or defacing of any exhibited works. All work left at the Gallery without current membership status or with a lack of contact information will become the property of the Gallery after 60 days.



Exhibitor Agreement/ Release

Exhibitor's Name _____

Address _____

Work Phone _____ Cell Phone _____

Type of art/craft _____

Email Address _____ Website _____

This application must be completed and signed by every exhibitor before any work can be displayed in the Gallery. *The signed application signifies the exhibitor's agreement to the conditions as stated in the Exhibitor Rules.*

MANDATORY—Include a short resume or bio that includes any information regarding your work that makes it unusual or that you feel we need to know. This helps the staff and volunteers explain the special or unusual qualities of your work. Include a photo if possible. Sometimes a bio will help sell your work!

My signature below signifies that I agree to the following conditions of the Arts of the Albemarle Gallery (AOA):

1. I will not hold AOA, its staff or volunteers financially or legally responsible in any way for damage, defacement or loss of my works. The Gallery shall make every effort to safeguard the exhibited works. _____ (Initial to indicate your understanding and agreement.)

Initials _____

2. The Gallery will retain a commission of **35%** of the sales price to help defray the cost of Gallery operation. If the exhibitor volunteers at AOA one half-day per month, the commission will be **25%**. All artists must be current members of AOA to exhibit work and receive their commission checks for the sale of any piece(s). _____ (Initial to indicate your understanding and agreement.)
3. The exhibit period shall be three months unless mutually agreeable arrangements are made between the Gallery Manager and me. After the 3-month exhibit period, I agree to pick up any unsold pieces and replace them with new pieces that haven't been exhibited at AOA previously.

_____ (Initial to indicate your understanding and agreement.)
4. I will attach a Gallery Inventory Sheet, providing all requested information, which must include: Item Title/Description, Media, Price and Quantity. All of my items will be tagged and packaged as specified.
5. I have received a copy of Exhibitor Rules and agree to abide by them.

_____ ***I am interested in volunteering. Please contact me to discuss volunteer opportunities.***

Date: _____

Signature: _____