**Exhibition Guidelines and Tips**

*Gallery guidelines help artists select appropriate work for membership exhibitions, provide fair and clear guidelines, and give everyone a consistent structure for displays at our gallery. The staff and volunteers will always make every effort to be flexible to the needs of artists when reasonable. If you should have any questions or concerns about gallery policy or practice, please contact gallery manager, Barbie LaFrance at (217) 5442787…we are here to support you through the process!!!*

The SAA Collective Gallery is entering a new phase with our new location. We are more visible to the public and we must maintain the highest level of quality and professional presentation if we are going to succeed in attracting and maintaining new clients.

All juried artists are encouraged to bring work for every exhibition. Exhibitions rotate approximately every 8 weeks. We will not keep the same work hanging around through multiple exhibition rotations. We also will not accept works that have already been shown in gallery in the last 16 months without prior approval. All work dropped off for display MUST have an inventory sheet and artwork ID tag completed before you leave the gallery.

Everything that is submitted should be clean and appear new. Even if you have had it forever, it needs to appear pristine to the viewer. Please, double check you work prior to submission.

Consistent pricing is essential between venues. If you sell work at other local venues, all similar works MUST be priced the same from place to place. Calculate the price based on the largest commission percentage. You just make a bit more from the other sales.

All work exhibited in the gallery **must be for sale**. The artist will set the price of the work. Featured artist exhibits are allowed some variance as outlined in the featured artist’s policy, available on our website.

All work must arrive in the gallery **ready for display**. This includes:

* 2D work must be framed or on gallery wrapped canvas with painted edges.
* Frames must be undamaged and in good repair.
* 3D sculptures must be freestanding, or the artists must provide a display stand.
* Work on paper must be behind glass/plexi or be sealed.
* All work must be fully cured. No wet paint! No exceptions!
* Appropriate weight hanging wire used and secured to the frame (not the backing).
* NO sawtooth hangers.
* Work must be less than 50lbs (we would appreciate that you stay well below this limit ).

Any work not meeting these criteria will be removed by gallery staff and the artists called to pick up.

No copies of paintings or published work will be accepted. **All work must be original by the artist**. Any work found to be plagiarized will be removed from the exhibit to protect SAA from copyright violations. If appropriate, the artist’s juried status may be revoked. Work that is copied from another artist’s work (including photography) is not considered original. In order for a piece of art to be original, it must show significant variation from anything that the artist is using for inspiration. Kits are not acceptable as original art.

**Only work from the media category in which the artist was juried may be displayed.** All work must be of the **same quality that the artist was juried under**. Any work which may not meet this standard will be reviewed by the gallery committee, removed from display, and discussed with the artist. Juried artists are invited to submit HIGH quality work in other mediums during the holiday show only. We will not display holiday items that do not meet our gallery standards or that have been resubmitted several years in a row without lucrative sales.

All work to be displayed in the gallery will **be received at the predetermined drop-off/pick-up days** preceding the exhibition. Any late work will not be displayed. Exceptions will be made for artists replacing a sold piece. If you are unable to drop off your work during the proposed time, you may make arrangements **beforehand** to schedule an early drop off. A schedule of these days will be posted on the website.

All artwork must be removed, by the artist or artist’s representative, on the predetermined dropoff/pick-up days following the exhibition. An exception will be made in the case of an emergency, but the staff must be notified ASAP in order to make arrangements for the work.

All work in the gallery must be noted on an **Exhibit Inventory List and have an Artwork Identification Cards attached.** Artists are welcome to include their own artist inventory number. Both forms are available for you to print and complete on our website.

All work in the **featured artist exhibits will remain in the gallery for the duration of the exhibition**. Exceptions will be made if agreed upon with the featured artists and the gallery manager. The featured artist must be able to provide a piece of similar style, size, and frame to maintain the overall look of the exhibit.

Work in the **Membership Exhibition will be released to the client when it has been paid in full**. The artist will be contacted and informed of the sale. The artists will be given the opportunity to bring in a replacement piece for the balance of the exhibit that is a similar size to that sold. If the artist is unable to provide a replacement, the gallery director will replace the sale piece with another on hand or arrange the pieces already on display.

The **Collective gallery offers customers layaway** to help make art purchases more manageable. Work paid for through the layaway program will remain on display until the end of the exhibition. If payments still remain, the piece will be packaged and put in the closet until the full payment has been made. The artist will receive commission on layaway piece once full payment has been made. If the client is unable to complete the payment commitment, the artist will receive 65% of the payment received and the piece will be returned to the artist for resale.

Member artists have the opportunity to participate in **Business Art Services**. These services allow businesses and clients to rent artwork for 6 month periods at 25% of the retail cost. Artists receive 50% of the rental fee collected. Artist may opt out of this service is they wish.

**Artists are encouraged to write statements to accompany their artwork**. These statements should be emailed to the gallery director by the drop-off day noting the artists name and which piece the description will accompany.

**2D Unframed work:**

All 2D artists are encouraged to participate in this offering. However, we do not have adequate space for artists to have a private rack.

* All work should be labeled with the Artist’s Name, Medium, and Price. Staff will apply an inventory number sticker.
* All work should be matted and backed on sturdy archival material.
* All work must be shrink-wrapped or placed in sealed acid free bags.
* Unbacked work will be removed from display as is it more likely to be damaged.
* Pieces may remain on display for 6 months then the artists will be asked to refresh the work. Artists are encouraged to refresh their work more frequently.
* CARDS: All cards must be wrapped in sealed bag with an envelope. Artists are encouraged to review their inventory every 6 months to refresh stock.

**2D Wall Pieces:**

* All work must have an Artwork Identification Card attached to the piece which corresponds to what is recorded on the submitted Exhibit Inventory List.
* Artists may submit one piece or multiple pieces which total a maximum of 6 square feet. This guideline is determined based on the number of 2D artists and available wall space.
* It is our goal to ensure that all artists are always represented in the gallery (we can always refer customer to see more from an artist they like).
* If due to the number of 2D submissions there is limited space, artists who have submitted multiple pieces may not have all pieces immediately displayed. Gallery staff will remove excess pieces from the hanging and place in the closet. If and when room becomes available, the pieces will be hung on the wall.

**3D:** (excludes Jewelry)

3D artists may bring multiple pieces. We may need to implement specific guidelines on number and size of pieces if space becomes limited.

* All work must be labeled with the Artist’s Name, Medium, and Price. Staff will apply an inventory number sticker.
* 3D artists are to bring new work with each exhibit change unless prior arrangements have been made with the gallery manager.
* All works should be clean and exhibition ready.
* Bottoms of works should be free of glaze or other imperfections, smooth to the touch, and stable when standing.
* Added bases should be finished and complimentary to the work.

**Jewelry and Small Sale pieces**:

At this time, we do not have a maximum total number of pieces any jeweler may have on display at one time. However, if the number of pieces provided by each jeweler exceeds what can comfortably be displayed by the gallery, we may introduce guidelines on number and size of pieces and/or displays.

* Artists are encouraged to bring new work at every exhibit turnover. At that time it is recommended that you review your inventory and remove items that have been on display for more than 6 months.
* All work must be labeled with the artist’s name, artist inventory # or piece name, and price. Staff will apply an inventory number sticker.
* There is no specific number of really small items, such as earrings, permitted on display at one time. However, please limit the number of each type or style of these small items on display to a reasonable number that will fit in the display. You are welcome to replenish your stock as items sell.
* We recommend no more than 5 larger pieces (i.e. necklaces) of a specific style or type on display at one time.
* Works should be fabrications from Brass, Copper, Bronze, Silver, and Gold with precious, and semi-precious stones, glass beads, or enamel.
* All components should be artist made, except jump rings, clasps, and chains. Purchased components should be of sterling or other high-quality metal. No steel or nickel. Leather and Silk are acceptable.
* Beads should be glass or stone, NO PLASTIC or rubber.
* Rotation: Pieces on display longer than 6 months will be removed from display and the artists called to pick it up. Jewelers may display the piece again after a 6 month lapse.
* Display stands: Discreetly place your name on the underside of the stand so the gallery staff and volunteers know to which artist it belongs when rotating work. If staff do not feel that provided display stands fit in with the gallery display the artist will be asked to provide something more appropriate to the gallery aesthetic.
* Cleaning: Jewelers are responsible for cleaning their own work on a regular basis. Artist will be contacted if their work is looking tarnished and if not cleaned in a timely manner it will be removed from display.

*Featured Artist Exhibitions: All juried artist members are eligible to be selected as a featured artist once they have been a juried member for at least 2 years. If you are interested in being featured, please complete a featured artist proposal application found on the website.*