



## 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 staff at (217) 544-2787...we are here to support you through the process!!!*

All juried artists are encouraged to bring work for every exhibition. Exhibitions rotate approximately every 8 weeks. Your work does not need to be in keeping with the theme of the featured artists show but it is wonderful if you do. All work dropped off for display **MUST** have an inventory sheet and artwork ID tag completed before you leave the gallery.

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).
- 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. A jeweler does not need to hand make all beads or bezels, but they must not simply string pre-made beads and put a clasp on them.

**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.

All work to be displayed in the gallery will **be received at the predetermined drop-off/pick-up days** preceding the exhibition. This guideline is to assist the inventory process for the gallery staff as well as the tireless efforts of the volunteer exhibits crew. 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 at that time please seek a representative to do it for you or speak with the gallery staff about an early drop off. A schedule of these days is posted on the website.

All artwork must be removed, by the artist or artist's representative, on the predetermined drop-off/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.

The all work in the gallery must be noted on an **Exhibit Inventory List and have an Artwork Identification Cards attached**. The drop off/pick up process is much easier for Gallery Staff if they are **completed before you come into the gallery**. Artists are welcome to include their own artist inventory number that will be listed on the artists tag and in our inventory system. These 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 director. 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. Please speak with staff for more information.

**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.

**Artwork displayed in the Collective gallery within the past 18 months should not be resubmitted.**

**No work in any medium should remain on display in the gallery for more than 6 months.**

### **2D Unframed work:**

All 2D artists are encouraged to participate in this offering. 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.
- Artists may have a maximum of 15 pieces on display at a time. If a piece is sold the artist is welcome to replace the inventory.
- In addition, an artist may have up to 10 pieces small (5 x 7 or less) on display. If a piece is sold the artist is welcome to replace the inventory.
- 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.
- We generally recommend a piece no larger than approximately 2 x 3 feet, because of space limitations. Pieces larger than this should be brought to the attention of the gallery director.
- Based on the gallery space, the largest dimension should never exceed 5 feet in any direction.
- 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 encouraged to bring new work with each exhibit change.
- 3D artists are asked to limit the number of pieces of a particular type of piece to 5 and the total number of small to medium pieces on display to 12. Large pieces will be limited to a maximum of 5 at the digression of the gallery staff. If space permits the exhibits crew will display additional pieces.

**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 10 larger pieces (i.e. necklaces) of a specific style or type on display at one time.
- Rotation: In order to keep a fresh look in the display cases, gallery staff will rotate the pieces on display every month. 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 knows 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.*