Display Procedures and Requirements

1. INTRODUCTION

Gallery exhibits change approximately every 30 days. Exhibits are: regular monthly exhibits, special exhibits, Featured Artist(s), and art shows. The gallery schedule is posted on the Art Guild (AG) webpage and artwork in-out dates and times are published in the monthly newsletter, the Art-I-Facts.

2. REGULAR MONTHLY EXHIBITS

2.1. Guidelines

a) All active AG members have the privilege to both display and enter art shows. Active AG members pay dues and Volunteer on committees and/or projects, which entitles them to display and enter shows. Member dues must be current to display and entry art shows. To display in the Gallery, all new artists must have completed an AG Orientation.

b) All artists must sign a Display/Photo Release Form before exhibiting work in the gallery.

c) Artwork may remain on display for up to three (3) months. After three (3) months artwork must be removed from the gallery. It is up to the artists to arrange for artwork removal.

d) All artwork must be original and listed for sale. Exception: Not for sale artwork (NFS) is addressed separately for art shows, Featured Artist, and special exhibits.

e) By submitting artwork for display, the artist warrants the work does not violate the copyright of any other individual or entity.

2.2. Procedures

a) Artist(s) shall bring artwork in at the designated Art-in-out date and time, typically, the first Thursday of the month. Artwork in-out dates are published in the Art-I-Facts. All artwork will be received by the Exhibits Committee during the artwork check-in process for adherence to the display guidelines.

b) Members' artworks meeting the Display Guidelines and Artwork Requirements will be accepted and exhibited. The final decision shall rest with the Exhibits Committee. For juried art show(s) artwork is first checked-in and then the judge or panel juries artwork pieces into the show.

c) All artwork in the gallery will be recorded on a gallery display log. Each artist member has an Inventory Sheet in the gallery display binder/book. It is the artist's responsibility to update their gallery display log; when items sell or are removed.

d) Artwork(s) will be hand-delivered to the art center with the following information:

type medium (painting, photo, jewelry, pottery, 3-D, etc.), and the sales price, **see paragraph 2.4 Sales & Fees**. Artwork is labeled with a temporary label/sticker indicating the member's ID number, month/year; item numbers continue throughout the calendar year.

e) The Exhibits Committee is responsible for hanging and arranging artwork on the specified day and marking each piece with a printed display card. No one should attempt to hang or display artwork at any time unless it is to replace a sold item.

2.2.1 Featured Artist and Guest Artist/Groups

1. The Exhibits Committee manages the Featured Artist of the Month (FAM) selection process annually. Approximately, eight or nine member artists are selected as FAM, with at least two designated alternates. Two artists can share the FAM. The Executive Board makes the final FAM selections for the coming year based on the eligibility requirements listed below and the Exhibits Committee's recommendation.

2. Members and non-members (guest artist(s) or groups) may rent exhibit space in the Large Gallery. Only a portion of the large galley (one wall or center floor area) are available as exhibition rentals, ***see paragraph 2.4 Sales & Fees.***

3. The FAM has the free use of the back wall of the small gallery. If the FAM display extends to any portion of the side walls or if the FAM wants to rent the small gallery a fee will be charged, ***see paragraph 2.4 Sales & Fees***. Rental depends on space available.

4. Special display appliances must be approved by the Exhibits Committee for members and guests. Special appliances consist of: jewelry props, display racks, stands, pedestals, and risers. FAM are responsible for providing all display appliances, frames, racks, etc.

5. A complete list of artworks will be provided to the Exhibits Committee and the database team one week prior to the scheduled artwork take in date. Provide the following information for each display item: medium (painting, photo, jewelry, pottery, fiber, etc.), and the sales price, ***see paragraph 2.4 Sales & Fees.*** For the FAM, 20 percent of the items exhibited can be marked as NFS. The item numbers continue throughout the calendar year.

6. All artwork must meet the established Display Guidelines and Requirements. For the FAM, artwork age and size are waived. Artwork may exceed 72".

7. FAM eligibility requirements:

   a) An AG member in good standing for two or more consecutive years, including dues and volunteer hours.

   b) An established artist with a portfolio consistent with and in compliance with the Display Guidelines Procedures and Requirements

   c) Members are eligible for selection as the FAM once every three years. Artist

not selected as the FAM will need to reapply to the following year's call

d) Artist selected as alternates will be considered as a FAM the following year

8. Exhibits Coordinator(s):

a) Generates a data call for potential FAM in September and develops a list of qualifying members from the data-call and presents the list to the Board in October

b) Announces FAM selection results to the membership between October - November, publishes a list of FAMs in the Art-I-Facts, and orders FAM name plates.

c) Sends a FAM notification email and coordinates the exhibit

2.3. Artwork Requirements

a) Members may exhibit up to 3 pieces (medium or larger) and 2 small depending on the size measurements, including the frame. Artwork measurements: the top & one side of the frame. LARGE 51"-72", MEDIUM 50"-25" AND SMALL UP TO 24".

b) 3D artwork will be limited to 6 pieces or 3 pieces and 2 sets or 2 small.

c) Maximum artwork size is 72" and maximum weight is 35 lbs.

d) Wrapped canvas must be completely wrapped and painted, showing no staples or adhesives.

e) Frames must be in good condition, free of defects and properly constructed.

f) Photography printed on metal with its own hanging system is acceptable.

g) All paintings must be on full wire to be hung and be suitably framed or finished. No saw tooth (zig-zag) hangers or partial wires will be accepted. ***See attachment 1 – Gallery Hanging Requirements***

h) Artwork pieces made in a class, workshop, or under another artist supervision are not eligible for display unless it is a special class work display organized by the instructor.

i) All Artwork must meet a standard of quality, a measure of excellence or a state of being free from defects, deficiencies and must represent quality workmanship.

j) As art continues to evolve, the gallery exhibits and display methods will endeavor to incorporate new art mediums.

k) The final decision shall rest with the Exhibits Committee.

2.3.1 Jewelry

All jewelers must reach for a high standard of quality and creativity in their pieces submitted to the art center for display in the gallery. All artwork(s) must be their own work and original designs. Art pieces made in a class, workshop, or under another artist's supervision are not eligible for display in the gallery.

a. Displays

1) Each artist may display up to five (5) pieces or sets, subject to available display space. Art pieces may be on display for three (3) months. The exception is art shows, the number of entry submissions vary by show. The goal of the Exhibits Committee is to ensure a well-thought-out month-to-month professional and artistically pleasing display. Monthly displays are determined by the number of participating artists, number of submissions and available display space. The final decision rests with the Exhibits Committee.

2) Display props must be free of any marks and/or scratches and of the appropriate size for the artwork displayed.

a. White props (leatherette, velveteen, frosted white, and clear acrylic) are all acceptable. Decorative mirrors and small decorative white or clear items may be used.

b. Black props are acceptable provided they complete / complement a piece of jewelry in an artistically pleasing unit.

3) Procedures:

c. Artists will bring their artwork at the established art-in-out date and time.

d. All artwork(s) will be received by a jewelry co-coordinator and volunteer(s) during the check-in process for adherence to display guidelines. Jewelers are encouraged to deliver/pick up their pieces personally for change-out. If unavailable, notify a jewelry co-coordinator(s).

e. All artwork(s) must be clearly marked with the artist’s name, member ID number, date, item number, and price.

f. All artwork(s) must be logged into the gallery display log, using the display sheets or the gallery display log in Mac Numbers or Microsoft Excel. It is the artist’s responsibility to update their gallery display log; when items sell or are removed. Gallery display logs in Mac Numbers or Microsoft Excel are available on the AG webpage, Gallery Forms.

g. Artists are encouraged to provide a replacement piece for artwork that is sold. The exception is art shows, sold artwork cannot be replaced during a show.

h. Only Exhibits Coordinators or current jewelers may remove or replace pieces from displays.

2.4. Sales & Fees

a) The Art Guild retains a 25% commission of the net sales price after taxes from each member's sale of an item sold under its auspices, reference Standing Rules Section VI Funds.

b) The small gallery is available for rental by the featured artist of the month and a portion of the larger gallery is available for rental by members and non-members. For additional information see Request for Exhibit Space form on the AG webpage.

c) When an artwork is sold, a red dot is placed on the display card, and a "SOLD" or "Awaiting Replacement" sign will be placed in the empty space by the Host. The artist will be notified of the sale and can replace the item with another piece. The replacement item must be entered in the Display Log and the sheet placed in the display changes box above the desk in the AG office for a display card to be printed for the new item. New display cards are printed on Wednesdays. All items sold or removed from the Gallery must be noted in the Display Log by the artist with a sold or removed date.

d) Any artwork sold during art shows may be removed if necessary but not replaced.

2.5 Removal and Replacement of Items from Gallery

a. Items removed before the scheduled end of exhibit date must be approved by the Exhibits Coordinator(s) or Event Chair in the case of art shows. The Display Logbook is located in the office. Artists update their gallery Display Logs, with "R" for removed, "S" for sold, a date, and initials, when removing items. Updated inventory sheets are removed from the Display Logbook and placed in the box marked "Display Changes". Remove the display card from the gallery wall.

b. Artists may replace artwork that is sold in the gallery, except for shows exhibits. Artists shall generate a temporary display card and make an entry in their display logs. Blank cards are available in the AG office.

3. COMPETITIVE SHOWS:

Competitive Show is an exhibit in which the participants' artwork is judged by a person or panel of persons convened specifically to judge artwork by a set criteria or voted on by the show attendees as in the People's Choice Awards. AG competitive shows are the annual Judged & Juried, People's Choice, and Member's Judged art show.

a) Display Procedures and Requirements apply to all art shows unless the show entry form indicates otherwise.

b) No work previously displayed in a judged show at the art center may be entered in another Judged show at the art center.

c) Work entered in any judged show must have been completed within the past 24 months.

d) If a judge or panel requires an assistant to record comments, it should be a non-exhibiting member who should refrain from any comment other than to answer technical questions.

e) Artwork in Competitive Shows maybe marked as NFS, for an additional fee as stated on the entry form.

4. Exceptions

The Exhibits Coordinator(s) must approve any exceptions to the Display, Procedures and Requirements.

Attachment 1 – Gallery Hanging – Requirements:

As a gallery, we encourage our exhibitors to use proper hanging hardware for frames. This helps us protect your work and others during artwork change out. Below you'll find some tips on using different kinds of hardware, and what to stay away from.

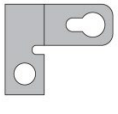
ACCEPTABLE - Hangers

D-Ring (Strap Hangers) – Preferred Method Intended for hanging heavy wood frames, gallery wraps or cradled boxes.

Eye Screw Hangers – Inexpensive and used widespread, although not as strong and trustworthy as D-ring hangers.

Steel Plate Hangers – Good hanger choice if you want the extra holding power without the bulk and size of a strap or D-ring hanger.

Flanger Hangers – Good choice when frame is too narrow for a D-ring, strap or steel hanger.

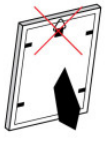


Metal Frame Steel Hangers – Intended for use with metal frames. They snap or screw into the "universal channel" that is on the back side of metal frame molding.

UNACCEPTABLE

NO Saw Tooth Hangers – This is NOT a recommended method as it has a high rate of failure

NO Single Hangers – This is NOT a recommended method as it has a high rate of failure



NO Table Top Frames for Hanging Pieces – The hangers and frames are not a recommended method of hanging artwork.

NO Loose Hanging Wires – Loose wires cause work to hang too far away from wall.

FRAMING TIPS:

- Use Picture Frame wire – plastic coated, suitable to the artwork weight, tie off wire with double knots.
- Measure down 1/3 from the top on both sides, this is where you will attach the hangers.
- Leave 2-3 inch spacing from the top of the frame to the wire. Depends on frame size.
- Install dust covers on back of the Artwork.
- Attach your Artist business / information card on the back

Attachment 2 – Guidelines for Judged Art Shows:

Exhibit committee guidelines and information worksheets for all judged shows hosted by The Art Guild at Fairfield Glade. The art center hosts two judged shows annually – the Member's Judged Show and the Judged & Juried Show.

1. Show Judges should be non-guild members, accomplished artist, or professionals within the art community. Show Judges are compensated for their time and travel. Agreements and compensation are established via a signed contract, contract forms are available on the AG website.
2. Judges are required to critique the winner's artwork and others at their discretion. Technical and technique critiques are highly encouraged on all artwork not juried into a show.
3. Placement awards (1st, 2nd, etc.) and Honorable Mentions are cash awards / prizes and are therefore **limited** based on the show.
    a. Awards for the **Members Judge Show** are as follows: Best of Show, 1st Place, 2nd Place, 3rd Place and three (3) Honorable Mentions.
    b. Awards for the **Judged & Juried Show** are as follows: Best of Show, 1st Place, 2nd Place, 3rd Place, three (3) Honorable Mentions, the Vibe Award, the Mixed Media Award.
        i. The **Vibe Award,** like an honorable mention, is sponsored by John Anderson in honor of his late wife Judi. This award recognizes a creative artwork piece that embodies positive energy. The Vibe award is funded by John Anderson through 2026.
        ii. The **Mixed Media** award is sponsored by Vera Bogle, past Exhibits Coordinator, "Awarded to an artist who has mastered a skillset and ingenuous use of mixed media, hereby defined as artwork in which more than one medium or material has been employed."
4. The Exhibits Committee will provide the judge with a list of awards and worksheets for each show.
5. Limit one award per artist, no exceptions.
6. Funding for show awards are provided by show sponsors, typically local businesses.
7. If the Judge requires an assistant to record comments, it should be a non-exhibiting member who can answer technical questions.
8. The Exhibits Committee Coordinator(s) must approve any exceptions.

Member's Judged Show

Critique the winner's artwork and as many others at your discretion. Technical and technique critiques are highly encouraged. Awards for this show are listed below:

Best of Show: Artwork ID: Artist	
1st Place: Artwork ID: Artist	
2nd Place: Artwork ID Artist	
3rd Place: Artwork ID Artist	
Honorable Mention Artwork ID Artist	
Honorable Mention Artwork ID Artist	
Honorable Mention Artwork ID Artist	

Addition Critiques:

Artwork ID Artist	

Judged & Juried Show

Critique the winner's artwork and as many others at your discretion. Technical and technique critiques are highly encouraged. Awards for this show are listed below:

Best of Show: Artwork ID: Artist	
1st Place: Artwork ID: Artist	
2nd Place: Artwork ID Artist	
3rd Place: Artwork ID Artist	
Honorable Mention Artwork ID Artist	
Honorable Mention Artwork ID Artist	
Honorable Mention Artwork ID Artist	
Vibe Award Artwork ID Artist	
Mixed Media Awards Artwork ID: Artist	

Additional Critiques :

Artwork ID Artist	

Artwork Declination Critiques :

Artwork ID Artist	

* Worksheets may be reproduced with tailored spacing for comments or provided softcopy.

Attachment 3 - Public Exhibits:

1) **Public Exhibits** are external artwork displays sponsored by The Plateau Creative Arts Center, are for guild members only and are coordinated by the Exhibits Committee.

2) **Procedures**

   a) All exhibited artworks must meet the Exhibits Display Procedures & Requirements.

   b) Whenever possible Exhibits will establish display dates 3 months in advance.

   c) Artwork is exhibited for 2 months, unless otherwise arranged.

   d) Prior to display, the exhibitor will provide the Public Exhibits Coordinator and the database team with an itemized list of artwork items, using the gallery display log. Display cards will be generated detailing the artwork description.

   e) An information folder/book is located at the Art Center's Host Desk detailing the artwork on public exhibit, with indenting information (ID/barcodes), and points of contact.

   f) Exhibitors are encouraged to post an Artist's Statement with their artwork display.

   g) Permission to photograph and reproduce any artwork for publicity purposes is granted unless otherwise stated in writing by the artist on the Member Photo and Display Release Form.

   h) The artist(s) are responsible for hanging or placing art as well as its removal unless other arrangements are made with Exhibits or the hosting venue.

   i) Exhibited Artwork on display may be offered for sale, with prices established by the artist. All sales will be processed by the Art Center. **See Paragraph 2.4 Sales & Fees**

   j) Customers wishing to purchase artwork will call or visit the art center. Front Desk Host will process the sale like all other artwork sales. For over-the-phone sales, receipts can be mailed if requested.

   k) An Information sign for purchasing the artwork will be posted with each exhibit, example below:

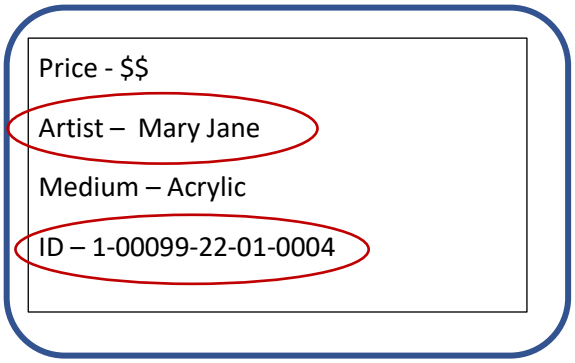
Purchasing Artwork

To purchase artwork, call, or visit The Art Guild at Fairfield Glade, 451 Lakeview Drive, Crossville, TN 38558 (located in Fairfield Glade) - Phone – (931) 707 7249

REGULAR HOURS:

Monday through Saturday 9:00 AM to 4:00 PM, CLOSED Sunday.

WINTER HOURS:

(December 24 thru February 28): Monday through Saturday 10:00 AM to 2:00 PM, CLOSED Sunday

Note the information on the **artwork display card** to identify the artwork for purchase.