

**Plateau Creative Arts Center
Art Guild at Fairfield Glade
Guidelines for Display Procedures and Requirements**
Guidelines Document #4

1. Introduction

Artwork displays in the Plateau Creative Arts Center (PCAC) galleries typically change approximately every thirty (30) days. Display dates, including the day of the week and time, are announced at monthly meetings and published in *Art-I-Facts*.

Gallery displays consist of either:

- **Regular Monthly Displays** of members artwork, or
- **Competitive Shows**

Guidelines for Competitive Shows differ from those for Regular Monthly Displays and are outlined separately in this appendix.

2. Regular Monthly Displays

2.1 Guidelines

All active Art Guild members in good standing have the privilege of displaying artwork and entering shows. Active membership includes current dues, meeting participation, and volunteer service on Guild committees and/or projects.

To display artwork:

- Membership dues must be current.
- New artists must complete gallery orientation.
- All artists must sign an Artist Participation, Display and Media Release Form prior to exhibiting.

Artwork may remain on display for up to **two (2) months**. Any artwork which has been on display for two months must be removed. Artists are responsible for arranging artwork removal if they are unable to pick it up personally.

All displayed artwork must:

- Be original work
- Have a clearly stated price
- Be offered for sale, unless part of a show or Art Challenge Exhibit

Artwork designated **Not for Sale (NFS)** may only be exhibited during the month of the show or challenge and must be removed promptly afterward.

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

2.2 Procedures

Artwork is accepted during designated **Take-In/Take-Out** times, typically on the **first Thursday of the month**.

If First Friday falls on the first day of the month, Take-In/Take-Out will occur on the last day of the preceding month.

Take-In dates are published in *Art-I-Facts*.

- All artwork is received by the Exhibits Committee during check-in and reviewed for compliance with Display Guidelines.
- The Exhibits Committee is responsible for hanging artwork and placing printed identity cards.
- During a given gallery show, no artwork may be hung or moved by anyone other than the Exhibits Committee, except to replace a sold item.

Artwork meeting Display Guidelines will be accepted. Final acceptance decisions rest with the Exhibits Committee.

The **Open Judged Show** is the sole exception, where artwork is entered first and juried by the judge.

Artists must provide the following information with each artwork:

- Medium (painting, photography, jewelry, pottery, 3-D, etc.)
- Price, including the applicable commission
- Title of artwork

Each artwork is labeled with:

- Artist Member ID number
- Title
- Item number (provided by Exhibits Committee)
- Month and year of display

Artists are responsible for verifying the accuracy of descriptions and pricing on identity cards.

2.3 Featured Artist and Guest Artist / Group Exhibits

Featured Artist of the Month

- The Featured Artist receives complimentary use of the back wall of the Small Gallery.
- Use of side walls or rental of the entire Small Gallery incurs a **\$50 fee plus 25% commission**, subject to space availability.
- The Featured Artist is responsible for providing all display equipment.

Featured Artist Selection

The Exhibits Committee manages the Featured Artist selection process annually.

- Approximately six (6) to eight (8) Featured Artists are selected each year.
- Two artists may share a Featured Artist month.
- Final selections are approved by the Art Guild Board.

Eligibility Requirements:

- Member in good standing for two or more consecutive years.
- Established body of work consistent with Display Guidelines.
- Eligible once every three years.
- Artists not selected may reapply the following year.

Exhibits Coordinator Responsibilities:

- Issue a call for Featured Artist applicants in September
- Present qualified candidates to the Board in October
- Announce selections October–November
- Publish Featured Artist list
- Coordinate displays and signage

Guest Artist / Group Exhibits

Guest Artists or Groups may exhibit in the Large or Small Gallery only after coordination with the Exhibits Committee and **Board approval**.

- Rental fees are based on square footage at the time of reservation.
- Members and non-members may rent space in the Large Gallery.

- A **30% commission** applies to non-member sales.
- Submit a [Request for Gallery Space Form](#) to the Exhibit Committee.

All special display equipment must be approved by the Exhibits Committee.

A complete artwork list must be submitted **one week prior to Take-In**, including medium and pricing.

Artwork age and size limits are waived for Featured and Guest Artist exhibits; artwork may exceed 75”.

2.4 Artwork Requirements

The dimension size for a piece = total (L + W + D).

Members may exhibit artwork in the following quantities:

- One X-Large (65–75”) and one Small (up to 30”), **or**
- One Large (50–64”) and two smaller pieces, **or**
- Four Medium (31–49”) or any combination of Medium and Small, **or**
- Four Small (up to 30”)
- 3D art will be limited to four (4) pieces or three (3) pieces and one (1) set
- See Jewelry Guidelines for jewelry sizes and quantities

Additional requirements:

- All framed artwork must use full wire hanging systems.
- No sawtooth or partial hangers accepted.
- Plexiglass required for works larger than 22” × 28”.
- Maximum weight: **35 lbs.**
- Maximum dimension size: **75” total (L + W + D).**
- Wrapped canvas must be fully finished.
- Artwork created in classes or workshops is not eligible unless part of an approved class exhibit.

Final acceptance decisions rest with the Exhibits Committee.

2.5 Sold Artwork & Replacement Policy

- Sold artwork is marked with a red dot on the identity card.
- If removed at time of sale, a **“Sold – Awaiting Replacement”** card is placed.

- Artists may replace sold artwork within **five (5) days**.
- Replacement artwork must include a temporary identity card and be entered into the POS system.

Artwork which has been on display for two months must be removed.

Commission rates:

- **25% for members**
- **30% for non-members**

Prices may not be changed once artwork is on display.

Artwork sold during Competitive Shows may be removed but **not replaced**.

2.6 Early Removal of Unsold Artwork

Early removal of unsold artwork is discouraged.

Removal prior to the scheduled end date requires approval from the Exhibits Coordinator or Event Chair.

Identity tags must remain until the artwork is fully removed from the POS system.

2.7 Community Exhibit Sales

Artwork displayed through community exhibits follows the same procedures as gallery displays:

- Artwork is checked in
- Entered into the POS system
- Labeled with standard identity tags

Prices may not be changed, and all sales are processed through the PCAC front desk.

3. Competitive Shows

A Competitive Show is an exhibition in which submitted artwork is evaluated and ranked by a judge, panel, or by public or artist voting.

PCAC Competitive Shows include:

- Annual Open Judged Show
- People's Choice

3.1 Eligibility & Requirements

- Artwork must be original and produced within the past 24 months.
- Display Guidelines apply unless otherwise stated.
- Exceptions require Exhibits Coordinator approval.
- Artwork previously shown in an Open Judged Show may not be re-entered.
- Judge assistants must be non-exhibiting members.
- NFS artwork must be removed at show conclusion.

4. Jewelry Display Guidelines

Jewelry must demonstrate high standards of quality and originality.
Pieces created in classes or workshops are not eligible.

Display Limits

- Minimum price: **\$50 per piece or set**
- Maximum: **four (4) pieces or sets**
- Display period: **two (2) months**, except for shows

Props

- Acceptable: leatherette, velveteen, acrylic
- Colors: clear, white, ecru, neutral, black
- Height limit: **12 inches**

Procedures

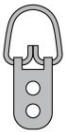
- Artwork/jewelry must be registered one week prior to IN/OUT
- Only Exhibits Coordinators or jeweler/makers may remove or replace items

5. Gallery Hanging – Requirements:



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

ACCEPTABLE – Hangers for wire attachment



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



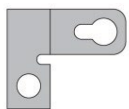
Eye Screw Hangers – Inexpensive and used widespread, although not as strong and trustworthy as D-ring hangers.



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.

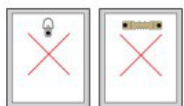


Metal Frame Steel Hangers – Intended for use with metal frames. They snap or screw into the “universal channel” that is on the back side of metal frame molding

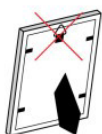
UNACCEPTABLE – Hangers for wire attachment



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 1-3 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.