

ART GALLERY RULES

I. GALLERY EXHIBITS/CRITERIA FEES

A. Each member may display no more than eight (8) items at one time. All gallery rules on the following pages must be observed. The number of items allowed each member is subject to change by the Board if the gallery becomes overcrowded.

B. Exhibit Options/Restrictions:

- 1) Framed works and/or hanging crafts: Only two (2) hanging works may be 22" or larger. Only one (1) may be up to 70". Six (6) may be less than 22", portfolio or note cards. **The maximum size for portfolio items is a full sheet of watercolor paper, matted.**

NOTE: Size refers to **height** + **width of outside of frame**. To calculate the total inches, **add the measurement of one side (width) to the measurement of the other side (length) of the frame. For example, 11" x 17" frame is 11" + 17" = 28"**.

2) Specific Criteria for two (2)-dimensional work:

- a) All reproductions (except for note cards), including hand-colored reproductions of pen/ink drawings of the artist's work by means of a photo mechanical (synonymous with photographic lithography) process, must be identified on the back, i.e. on the mounting/backing board. The term reproduction should be clearly indicated. The line titled "Medium" on the exhibit card **MUST** also state "Reproduction" Do not use the term "giclee". Customers do not recognize this as a print process. A giclee is a reproduction for our purposes of sale. The term "print" is reserved for the printmaking category: relief/intaglio, screen, and lithograph. The preceding will be signed and numbered. Monoprints are also accepted. The term "print" will be indicated on the back of each piece. Each member is limited to exhibiting no more than four (4) copies of the same reproduction simultaneously in the gallery regardless of size or presentation, i.e. a different mat, framed or unframed. Only one (1) of the four (4) may be framed. Members are required to furnish documentation from the printer or producer on all "new" reproductions which have not been previously exhibited in the gallery. Artists must also verify the use of archival paper and inks. Each reproduction title requires the above mentioned documentation and is to be submitted to Gallery Operations.
- b) To insure that photography continues to be an art medium accepted by the gallery, the following standards must be met.
 - 1) Negatives/slides must be printed on conventional photographic paper by means of standard photographic chemicals available at a photo supply outlet (such products as Kodak, Ilford, Fuji, or Agfa, etc.)
 - 2) Photos must be mounted on a mounting board. Cardboard is not acceptable.

- 3) Photos must be matted and either shrink wrapped or in clear poly bags, or matted and framed.
 - 4) Loose photos may not be sold.
 - 5) Only matted, framed prints require glass.
 - 6) Print quality must be maintained, i.e. dust spotted, color balanced, proper B/W contrast, and proper density.
- c) Mixed Media may be done only in the medium for which the member was primarily accepted. Mixed media is defined as two or more media used in one painting/drawing, such as acrylic and pastel, or any other combination from a painting category only.
- d) Collage is defined as a form of art that consists of pasting and gluing of other materials to a surface. The use of plain unadorned papers may be integrated within a water medium painting. This technique will be allowed within the watercolor category ONLY without need to jury. Artists approved in other painting media who wish to collage, as well as, watercolorists wishing to use materials other than paper **MUST JURY AND BE APPROVED IN THE COLLAGE CATEGORY.**
- 3) Crafts:
- a) Jewelry: No more than eight (8) pieces of jewelry by one artist on display at any one time. This includes sets. Example: A set of earrings, bracelet and necklace will count as three (3) pieces even if presented as an ensemble. Jewelry is to be in good condition and ready to sell. No business cards on jewelry. Place business cards in business card file at the desk. Jewelry must have a specially folded exhibit card/tag and firmly attached with elastic cord, which is provided by the gallery. All items are to be displayed on black velvet displayers provided. No personal displays are allowed. Boxes are provided by the gallery, however, the artists are permitted to supply their own.
 - b) Pottery: No more than two (2) items may exceed 18" in diameter. The remaining six (6) items must be smaller. Pottery must be checked for chips and cracks before displaying for sale. Any pottery, if intended to be hung in the gallery, must be adequately secured to its respective hanging device appropriate to the item.
 - c) Sculpture: Sculpture may be displayed in two venues, indoor & outdoor, the 8 (eight) items per artist still apply.
Indoor criteria: No more than two (2) items may exceed 12" in width 24" in height. The remaining six (6) must be smaller for all indoor gallery displays.
Outdoor criteria: sculptures may not be more than 3' across and not exceed 8' in height and **must be shipped by the artist.** Sculptures must be free of sharp or excessively pointed edges and made to stand freely and securely without additional support. All 3-dimensional sculpture, if intended to be hung in the gallery, must be adequately secured to its respective hanging device appropriate to the item.
 - d) Woodwork: No more than two (2) items may exceed 18" in diameter or 12" in width and no more than 24" in

height. The remaining six (6) must be smaller. Any item, if intended to be hung in the gallery, must be adequately secured to its respective hanging device appropriate to the item.

II. PRESENTATION OF DISPLAYS

- A. Framed pieces to be hung must be securely, suitably and properly framed with wire.
- B. The finish of the reverse side should conform to generally accepted display standards.
- C. Any exhibit secured in any frame with tape will NOT be displayed.
- D. Sawtooth hangers are not acceptable. Item will be removed from display.
- E. All work in a portfolio must be matted, backed with clean, unprinted material and protectively shrink wrapped or placed in clear, poly bags.
- F. All 3-dimensional sculpture must be adequately secured to its respective hanging device appropriate to the item.
- G. Pottery and other breakable items must be checked for chips and cracks before displayed for sale.
- H. Jewelry must have a specially folded exhibit card/tag and firmly attached with elastic cord, which is provided by the gallery.

III. MONTHLY EXHIBIT FEES

- A. All items priced \$20 or less is \$1.00 per item, per month
- B. All items over \$20 are \$2.00 per item, per month
- C. Outdoor sculpture is \$5.00 per item, per month
- D. Members required to pay the exhibit fee may replace an item sold for free for the remainder of the original item's display period. A new artist card must be made out for item's replacement and must reflect the original item's due date. New or replacement item(s) are to be added to the existing exhibit file receipt.

IV. SIZE CRITERIA

- A. Less than 22" (see NOTE at I. B. 1)
- B. 22" to less than 50"
- C. 50" to 70"
- D. 5"x7" is the MAXIMUM size easel back frame allowed

V. GENERAL INFORMATION

- A. All work displayed in the River Art Group Gallery must be produced by the member (artist or craftsman) and is to be only that type of art or craft, as defined in the "MEDIA LEGEND" for which the respective member has been juried and approved.
- B. Copies of published photographs or other artist's work, and photographs of the artist's own work, are unacceptable. Nudes, obscene, sexually suggestive, and subject matter considered in poor taste will not be displayed.
- C. Feather, real or synthetic, are not allowed in the gallery.
- D. All work must be for sale.
- E. No work may be sold for under ten dollars (\$10.00). Price limit includes all gallery, porch and/or yard sales, and sales by demonstrators. All items must be priced in whole dollar amounts only.
- F. The River Art Group, Inc. will not be responsible for loss, theft, or damage to any work displayed in the gallery, porch or yard area.
- G. Refer to policy & procedures manual for guidelines on all gallery transactions such telephone sales, shipping, etc.

H. No photographing or video taping in the gallery without permission of the artist or Gallery Operations Chair.

VI. EXHIBIT CARD

- A. An exhibit card must be completed, legibly written, and attached to each hanging item on the lower left corner.
- B. Exhibit cards for portfolio items must be placed on the back in the upper left corner.
- C. Any item that has an incomplete, missing or improperly attached card is subject to removal from display.
- D. Members may display an item for up to three (3) consecutive months; however, these items may be displayed again after a one month interval.

VII. FEES

- A. All exhibit fees will be prepaid. No refunds.
- B. Items sold during their display period may be replaced free.
- C. If an item is renewed and a fee paid, then a new receipt must be made.
- D. All regular hosts/hostesses, board members, and 5th day artists may exhibit FREE.
- E. Effective January 2001, all life members, members with 800 hours or 8 years on the Board of Directors or a combination thereof may exhibit FREE. They may bring items at any time and may replace items FREE. There must be a current record of displayed items.
- F. Substitutes, hanging committees, and cleaning crews may display items for one (1) month brought in on the day they work only. They are entitled to free replacements. All others pay a fee according to the fee criteria.
- G. The River Art Group, Inc. will retain a twenty percent (20%) commission on all gallery sales.
- H. Members will receive the eighty (80%) balance. Artists are paid by the 15th of the month following the sale.
- I. **ALL sales are final.**
- J. To determine exhibit fee charge per item see III. MONTHLY EXHIBIT FEES.
- K. Any item left for more than 30 days in "Overdue" will be deemed abandoned and will become the property of the River Art Group, Inc.

VIII. PORCH AND YARD EXHIBITS AND DEMOS

- A. All outdoor space **MUST BE SHARED**. Cooperation is the key to a successful outdoor exhibit.
- B. Hosts/hostesses may bring extra items for exhibit or sale on their workday but must remove them at the end of the day. These extra items must be the same medium/media for which the artist was juried. Exhibit cards should be made only if an item is sold and should be marked as "Host/Hostess Exhibit". All work must conform to gallery rules.
- C. Hosts/hostesses may display their extra work on the porch and/or in the yard.
- D. Members may demonstrate their art medium either on the porch or on the yard of the gallery. No demonstrations in the gallery building. **ALL** demonstrations must be scheduled with the Gallery Staffing Chair. The purpose is to attract visitors to the Gallery through outdoor demonstrations of the process of creating art.
- E. Demonstrating artists should use the side of the porch which does not have the

bench.

1. Demonstrator's sales **MUST** be processed through the gallery.
2. An exhibit card should be made at the time of sale and be marked "Demo".
3. Demonstrators will be responsible for listing their names on the Daily Record Sheet in order to receive hours.

IX. DELEGATION OF AUTHORITY

- A. The Gallery Operations Chair or designated representative(s) shall inspect the gallery for currency and arrangement of exhibits. Items with expired "Due Date: will be removed from display.
- B. Gallery hosts/hostesses, when on duty, may reject an item that is in violation of any Gallery rule, **ONLY** at the time it is first presented for exhibit.
- C. The Membership Chair will monitor displayed work of all provisional members and may remove work in violation of provisional rules.
- D. Only the Gallery Operations Chair may remove other items that do not conform to Gallery Exhibit Rules.
- E. Any item left for more than 60 days in "Overdue" will be deemed abandoned And will become the property of the River Art Group, Inc.

X. EXHIBIT EXCLUSIONS

The River Art Group may not always be able to exhibit every item that a member produces. Items requiring excessive physical effort and/or complex disassembly and packaging may be recommended for exclusion from gallery exhibits. The Gallery Committee, consisting of the President or President's representative, Gallery Operations, Gallery Staffing and the Membership Chair, will make the decision.