

## **BOCA GRANDE ART CENTER SHOW POLICIES EXHIBITING MEMBER SHOWS**

It is the responsibility of each exhibitor to read and follow these policies so that our shows run smoothly and look professional. Each show is organized by a group of 3-5 coordinators with one designated show chair. Please direct questions about policies to the Show Committee.

### **TO PARTICIPATE IN SHOWS, EXHIBITING MEMBERS** must:

- be accepted for Exhibiting Membership by the Selection Committee
- pay current calendar year Exhibiting Member fee by deadline for show registration
- meet other obligations defined in the bylaws
- follow the show policies listed below

### **1. ORIGINAL ARTWORK**

- A. ALL work shown must be made completely by the artist.
- B. **Plagiarism:** Any copy of another artist's work, even partial, is not permitted at exhibiting member shows. This includes any original, print, or online work by another artist. Plagiarism will result in suspension from show participation for one or more shows.
- C. Photo references that are not the artist's own should be used only with permission from the source.
- D. Work done with guidance by an instructor should be labeled as such if exhibited at a show.
- E. New artwork is recommended for all shows, particularly the Spring Show.

### **2. REPRODUCTIONS OF ORIGINAL ARTWORK** (i.e, giclees, reprints of photographs)

- A. Framed reproductions of original work may be hung at all shows **except** at the Spring Show.
- B. Unframed reproductions, matted and wrapped, are displayed in a rack at a location determined by the show coordinators, typically near the cashier desk.
- C. A giclee or photograph that has been displayed on a wall or panel **and sold** at a previous show may not be displayed on a wall or panel again, but can be wrapped and displayed in a rack.
- D. **CARDS** are allowed; placement is determined by show coordinators, near cashier's desk.

### **3. FRAMING**

- A. All 2D art to be displayed on walls, panels, screens, and easels must be framed or gallery-wrapped. Gallery-wrap means the canvas is stretched so that the staples are on the back of the work and all visible parts of the canvas are painted. Photographs printed on metal are allowed without a frame.
- B. Work to be hung on a wall, panel or screen must have a wire on the back for hanging.

#### 4. OVERSIZE WORK

Limited wall space for work **wider** than panels or screens is available, but must fit in space allocations for each artist.

#### 5. ARTIST BIOS AND STATEMENTS

A book of artist bios will be available during the shows, and artists may update their bios as needed. Bios should be submitted to the executive director for inclusion in the book. Artist statements or bios are not hung on the walls due to space limitations. (new policy)

#### 6. REGISTRATION

Registration forms are available on the BGAC website and in the office. They are due one week before the show opens. An inventory sheet with artwork titles, framed dimensions, medium and price is submitted with the registration form so that wall tags can be prepared before the day of show setup and hanging. Inventory tags to put on back of work are also provided with registration forms. **Artists are required to sign up for gallery supervision shifts when they register or check in work.**

#### 7. HANGING FORMATS - Each show is hung using one of the following exhibit styles:

**Gallery Style:** Exhibitors check in their work at the time specified on the registration form, and the show coordinators and setup crew will set up the galleries and hang the work. Artwork is hung by the show coordinators, and placement is determined by visual characteristics such as colors, styles, subjects, framing and size.

**Art Fair Style:** Artists hang their own work in a one designated space assigned by the show coordinators. Artists help with setting up the show, and must attend the pre-show meeting, where display spaces are allocated and all show information is reviewed before artists hang work.

#### 8. SETUP, CHECK-IN, HANGING WORK

- A. On the day before the opening reception, show coordinators will set up the galleries in preparation for hanging the artwork. This includes hanging panels, setting up screens, pedestals, tables, etc. Exhibitors will be asked to help as needed.
- B. Artwork is checked-in to make sure it is ready for hanging and titles/prices are correct. There is a designated crew to assist exhibitors with this. Wet paintings are not accepted.
- C. There are various hanging systems used, including wood panels, wire screens with canvas covers and a rail system. Each system uses specific cables, rods, or drapery hooks. Pedestals are available as needed.
- D. Explanatory information an artist wishes to display about an artwork must be submitted to the chair coordinator of the show, and is subject to approval by the show committee. The executive director may need to format it so that the font and size is compatible with the wall tags. (new policy)
- E. The deadline for hanging work is usually 4:00 on the day before the show opens.

## 8. continued

- F. Work sold before the show opens should be marked "NFS". No red dots indicating work is sold should be put on any wall tags before the show opens. Wall tags for sold work are removed from the wall after the work is picked up.

## 9. RECEPTION

All exhibitors or their proxies are required to attend the opening reception and assist wherever needed with sales and cleanup. See Proxy, section 12.

## 10. SALES

- A. During any exhibit held at BGAC, all sales transactions are handled by the designated cashier, not by the artist. The artwork will have a wall tag that matches the inventory list to verify the price that has been set by the artist. Any artwork not on display but stored in an artist's vehicle or brought from another location and shown to a customer visiting the art center is considered a BGAC sale and must be run through its office.
- B. Artists are sometimes needed to perform cashiering or assistant duties at shows. Specific directions and training for payment procedures will be available as needed.
- C. **Sales procedure:** The cashier needs the wall tag for the work that is purchased. The cashier's assistant OR the artist may remove the tags and escort the buyer to the cashier. Artists may do this for one another as needed. **However the buyer should not be given the wall tag or red (sold) dot; only exhibitors, the cashier or a designated assistant may remove the wall tag, put the red dot on the price tag and replace the wall tag after the work is paid for. If you see a visitor taking a wall tag down, politely offer to take it to the cashier.**
- D. The Art Center collects and pays Florida sales tax on all sales. This is added to the sale price of the artwork, not subtracted from it.
- E. The Art Center deducts a fifteen percent commission on all sales. This commission helps to pay for administrative costs, bank fees for credit card sales, and other show expenses not fully covered by Exhibiting Member fees.
- F. Artists are paid by the Art Center as promptly as possible after the show ends.

## 11. GALLERY SUPERVISION

Exhibiting members work as a team for the benefit of all members, not solely to sell their own work. Artists are expected to sign up for as many shifts as are needed to fully staff the galleries, and must work wherever needed, no matter where their artwork is displayed. **If an artist hangs work but doesn't sign up for a shift or find a replacement, their work will be taken down unless there is a valid reason for absence, such as illness or physical disability.** Artists who are out of town during a show must assign a proxy to fulfill their supervision responsibilities.

## 12. WORK PICKUP AND SHOW BREAKDOWN

- A. **Pickup of sold work:** Buyers may pick up work between 2-4 pm on the last day of the show. An exception is allowed only when a buyer will not be in town to pick up work at that time or after the show closes. Wall tags for sold work should be removed when the work is picked up. Work not picked up by the end of the show must be taken away by the artist at show breakdown, not left at the Art Center unless permitted by the executive director, and the artist will contact the buyer to arrange pickup.
- B. Artists may not take down their work display until the show closes and the show chair has announced it is time to break down the show.
- C. Artists may replace sold work, if the buyer has picked it up early, with different work as long as that work fits in their allotted space. The show chair must approve the replacement. The wall tag for sold work that has been picked up should be taken down. Artists may not take down sold work and replace it with something different until the sold work has been picked up by the buyer.
- D. Any artist who will not be available to remove work at the end of the show and help with show breakdown must notify the Show Chair in advance, and arrange for a proxy to remove work and help with show breakdown.
- E. All work, sold or unsold, must be removed by one half-hour after close of show to enable panel removal and workshop setup. A \$50 fee will be charged to the exhibitor if the office becomes responsible for breakdown or storage of artwork.

## 13. PROXY

As stated in previous sections, in the event an exhibitor is unable to attend the reception, do gallery supervision or show breakdown, the exhibitor must designate a proxy and inform the Show Chair beforehand. The proxy will be responsible for representing the artist at the reception, signing up for a gallery shift, and removal of artwork when the show closes.

## 14. INFRINGEMENT OF EXHIBITING MEMBER SHOW POLICIES AND RULES: BYLAW #C.6:

The president of the board will appoint the selection committee to evaluate any infringement of show policies and rules and determine the consequence for the offense. Possible consequences include suspension from show participation for one or more shows, or revocation of exhibiting membership. The artist may request a hearing before the selection committee. The selection committee will then make a recommendation to the board. The decision by the board shall be final.