

## **WAL EXHIBIT POLICY**

### **Rules for Exhibiting Art -**

1. All art will be displayed in a professional manner. This includes hanging art, jewelry, basketry, sculpture, and art we haven't thought of.
2. Three-dimensional art must be displayed securely so as to preclude or minimize damage as much as possible. This means three-dimensional art should be exhibited on secure bases or tables or pedestals or stands.
3. Any art should not pose a hazard to people or other art.
4. Hanging art must be framed in professional-appearing frames. This does not mean that you must have a framer do your frames, but that your frames look professional and appropriate to your art, other art at the exhibit, and to the venue.
5. Hanging art must be secured and hung by wire of an appropriate strength for the weight of the piece. It is up to you, the artist, to make sure your screws and wire are level.
6. Supporting wire must be securely affixed to the art frame by screws of a sufficient size to securely support the piece.
7. You, the artist, has to make sure your art meets the above regulations. The people running the event and accepting art at registration are not responsible for fixing or repairing your art. Your help is needed to expedite and simplify the exhibit process. Should a piece of your art not meet the above regulations, it will be rejected from the exhibit.

### **Exhibit Drop-Off and Registration -**

The procedure we have outlined here is nothing more than what is done at most other organizations' shows, for example, the Tobacco Valley Artists, the Blandford Art Show, and the Zullo Gallery juried art show in Medfield, MA.

1. Artist arrives at the gallery on time. Be on time. Do not be late.
2. Artist gets in line at Registration Table.
3. Artist gives name to Registration people, along with the forms, wall tags, label, receipt, and the art pieces. At some shows, bins may be provided for matted prints, post cards, bookmarks, etc., which are to be labeled and added to the registration form.
4. If artist has not yet filled out the forms, tables will be provided for that purpose. Once forms are complete, artist goes back to Registration table.

5. Once paperwork is OK'd, individual labels are attached, tags affixed to the piece, and the art is inspected to make sure it is professionally presented – that it is secured, wired, and ready for display. NOTE: Art not professionally presented, not framed (except for bin pieces), not wired for hanging, or art in the process of falling apart will be rejected and that's a fact.

6. Art is taken by committee person and brought into the Gallery.

7. Artist bids staff a cordial farewell and leaves.

### **Exhibit Hanging and Display -**

1. As art passes inspection of registration team, display people will line the art along the floor under the spaces provided for hanging. These spaces refer to areas of the walls or the floor in the case of pedestals, racks, or bins.

2. At hanging coordinator's direction, the committee will rearrange all art on the floor and pieces on tables or pedestals and then reinspect it. We want to make sure our art looks great.

3. Once the arrangement of art is approved, measuring can be done, nails driven into walls, and paintings hung. Wall tags will be arranged in a uniform manner to make best use of the space available. IMPORTANT: At this time it will be evident whether or not all art can be displayed. If we do not have enough space, some art will not be able to be hung or displayed. If, in the case of bin art or the smaller, three-dimensional art or fabric, an artist has brought too much, not all will be displayed. This from a sense of fairness and aesthetics.

4. Be advised that all art will be hung for the betterment of the League. No particular artist or member of the committee will have any advantage over other League artists.

5. The committee may perform necessary clean-up and arranging of the Gallery in preparation for the Reception.

6. No admission of League people other than the committee and President and Vice President will be allowed while committee is working.

7. Upon completion of all work, and if there is time, anyone who wants to see the exhibit is more than welcome. If, however, you return and work is still in progress, you will have to wait until it is completed.

If you've taken the time to read all of this, and I hope you have, you will have discovered the policy and procedures are nothing more than what you are probably used to at the exhibits of other organizations. If you haven't exhibited much, this is good training for you.