



GUIDELINES FOR ART EXHIBITIONS

The Greater Napanee Area Arts Association recognizes the benefit of artists displaying their artwork in local venues.

The following guidelines have been developed to assist and protect the Exhibition Coordinators and the Artists hanging artwork at Venues.

- 1. Criteria for Artwork:** It is the responsibility of the Artist to comply with the Criteria for Artwork:
 - Gallery Wrap (1 ½" depth) Canvas with finished edges or framed
 - Other Canvas (less than 1 ½" depth) with finished edges or framed
 - Artwork must be wired and ready to hang: no sawtooth hangers, D-rings installed ¼ to 1/3" down from height
 - Attach a business card/contact information to the back of the work
- 2. Liability:** The Venue shall not be liable for any damage, theft, or loss of artwork during the exhibition period.
- 3. Commission:** If a commission is required by the Venue, the Exhibition Coordinator will provide information and protocol to the artists participating in the exhibition.
- 4. Verification:** A **Verification Record** (sign in/sign out sheet) will be created by the Exhibition Coordinator with information provided by the Artist for each piece of artwork to be displayed in the exhibition. It is the responsibility of the artist to verify that the information recorded on this sheet is correct, with a signature at the time of drop off. The Verification Record will be available on the pickup date for artists to sign out their artwork. *When a designate has been assigned by the artist to drop off and or pick up artwork, it is the responsibility of the designate to verify the information and sign for the artist. It is the responsibility of the Artist to advise the Exhibition Coordinator if a designate is to be appointed.
- 5. Placard - Artwork Information Card:** (i.e.: Name of Artist; Title; Medium; Price) *If a placard is required*, the Exhibition Coordinator is responsible for creating the placard from information provided by the Artist. A placard will be created for each piece of artwork. The Artist is responsible for ensuring that the information on the placard(s) is correct by initialing the back of the placard. *When a designate has been assigned to drop off artwork, the designate is responsible for verifying and initialing the back of the placard. (Exceptions: 1. Library staff create the placards and hang the exhibition; 2. Placards not required for the hospital exhibition.)

6. **Sale of Artwork:**

When the Venue is responsible for the sale, the Venue must contact the Artist as soon as possible after the sale. The Artist is responsible for contacting the Exhibition Coordinator to update the Verification Record.

When artwork is sold through direct contact between the purchaser and the Artist and required by the purchaser before the end of the show, the Artist must contact the Exhibition Coordinator to update the verification record and arrange for replacement if necessary.

7. **Miscellaneous:** It is recognized that the process for each exhibition may differ slightly depending on the Venue. This will be accommodated at the discretion of the Exhibition Coordinator and communicated to the participating artists.

