



## **AGAMI GALLERY SPECIFICATIONS**

- 1. Only your own originally designed and created artwork is acceptable for display. This does not include art done in workshops or classes. If using other artist's image, written permission is required. Your wall display must include at least TWO original pieces. The rest of displayed pieces on the wall may be prints or giclée.**
- 2. You may only display work in that category for which you have been juried. If you use different mediums, bring samples of all of them at the time of jurying.**
- 3. Prints of your original work may be displayed and marked clearly as such with a "P" or "G" or the words "print" or "giclée" on the price card.**
- 4. Artists are allowed to rent more than one space. Each rental space have staff requirements of (12) half days staff sittings per year. (2 rentals would require 24 staff sittings per year). This does not strictly apply to shelf displays.**
- 5. There will be no "shared" spaces. Each artist must maintain his or her own individual space and rent. Spaces need to be clean, neat and pleasing in appearance.**

## **GUIDELINES FOR DISPLAYING IN THE GALLERY**

- 1. Art must be attractively framed unless they are gallery/studio wrapped and painted on all sides. Art must be hung on your wall, properly wired or set on your ledge using an easel. Please use the hanging tacks provided in the toolbox in the back.**
- 2. Pricing cards are provided and recommended. Please list the following: artist's name, price, title of piece, and whether it is original, print, or giclée. If it is an original, please identify the medium. (watercolor, oil, etc).**

3. Prints must be matted, backed and enclosed in proper clear packaging. This includes any other items in your bin. Please mark clearly!
4. Do not overcrowd your wall and ledge space or your neighbor. It is recommended to have no more than 1 item per each foot of wall space: 3 foot space = 3 items. Two 6.5" x 8" note card holder per space. Note card spaces are available in round card rack at no cost. (see below)
5. All bins, risers or other containers must be clear acetate and uniform in appearance. Note card holders can be purchased at Staples or an office supply company, please note size above. Risers used for matted items can be ordered through Firefly Solutions. There is a catalog in the back office area with contact info. Use felt or similar pads to prevent sliding or damage to the ledge.
6. You are responsible for the appearance and maintenance of your wall space and ledge space. Please fill in holes and paint when necessary. Paint and supplies are available in the back. You are responsible for cleaning your ledge space.
7. It is required that you change your wall regularly! Note: Regularly as stated in our contract means to replace or rotate every 60 days.
8. List all hanging work on a 3 X 5" card in the file box at the front desk. Please keep it updated. This is the "fall back" if a price card is missing.
9. Jewelry can be displayed on a shelf or pedestal, except for window display.
10. Advertising is allowed in your rental space. For example: classes you teach, portraiture or for commissioned work, may be hung on the wall or displayed on the ledge, no larger than 4 X 9" plexiglass holder.
11. Moveable panels will be rearranged every two weeks for a fresh look in the gallery.

**\*\*\*\*** Please abide by these gallery specifications, as you agreed to on the artist's contract to display in the AGAMI gallery.

## **OUTSIDE ROLLING RACK**

This is a display bin, NOT a “sale” bin. Its purpose is to entice people to come inside and see more great work!

1. **All** members may exhibit up to 3 pieces in the bin for 1 year.
2. The cost is \$25 for one year, paid up front to Lynne Jensen, our treasurer. There will not be any refunds or adjustments.
3. Please rotate your work as often as possible, at least every 3 months.
4. There are also three (3) spaces on this rack for additional advertising opportunities for guild members and artists for \$5 per month.

This offers everyone, even our non- hanging members, a chance to sell a piece of their art. It also encourages artists to join and gives them a chance to exhibit work before they get a wall space.

## **ROUND STANDING CARD RACK**

1. Each displaying artist is allowed one space, free of charge.
2. Cards will be rotated periodically by an assigned person.
3. Members who do not display, but staff 6 times per year, may rent one card space for \$5 month.

## **FEATURED ARTISTS**

1. The Months of Jan, Feb, March and April have been scheduled for Featured artists. If you would like to be a Featured Artist for a month, contact Anne Abgott or the current Presentation Committee Chairperson.
2. The new panels, (window side), and the ledge made by the panels are available to the featured artists.
3. The ledge immediately inside the window is for the use of the Window Committee. This ledge is to be used to display glass, jewelry and other mediums.
4. Featured artists are responsible for refreshments and wine at their reception night. Members are asked to support the Featured Artist by donating finger foods to the reception. Artists may also do extra advertising in local papers, at their expense. We look forward to seeing the best of our artists work displayed for the best sales.

## THEME WINDOWS

1. Theme windows are open to all members of the Gallery.
2. SIZES and FEE: A fee of \$10.00 per piece for smaller pieces. All larger pieces submitted should be “up to and including the frame” be over 800 square inches to 1300 square inches , and will cost \$30.00.
3. Payment: We now request that your check or money for the Theme window should be in a sealed envelope and hung on the wire on the back of your painting.
4. Work to be hung should be left in designated area, in the back, prior to the date for hanging.
5. Work submitted will be juried by the committee and space will be a consideration. Because of space, *not* all art submitted may be hung.
6. The ledge inside the window is used exclusively by the window committee. Please do not place any items there without permission of the committee.
7. If your work is not hung your money will be refunded. (Refund will stay on back of piece)

## REQUESTING A DIFFERENT SPACE

All incoming artists who require wall space will begin in the Alban Gallery. (This does not apply to shelves and pedestals). If space is not immediately available, you will be put on a waiting list and notified when there is an opening.

Any displaying artist who wants to change their space must submit a request to the assigned person. The Preferred method is via e-mail to Anne Abgott. Be specific about the space you are requesting. All spaces in the gallery have an identifying number.

If you are next on the list and an appropriate space becomes available, it will be offered to you. Please respond quickly with your decision or you may lose the opportunity. If you decline, you will be put back on the list. The space will then be offered to the next artist in line.