



## **AGAMI GALLERY SPECIFICATIONS**

- 1.** Only your own originally designed and created artwork is acceptable for display. Artwork done in workshops or classes may not be used unless the work is your individual design. If using another artist's image, written permission is required from the artist. 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 the category for which you have been juried. If you use different mediums and wish to display them all, 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 has staff requirements of (12) half days staff sittings per year. Therefore, 2 rentals would require 24 staff sittings per year). Exceptions to this rule must be approved by the board.
- 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 it is gallery/studio wrapped and/or painted on all sides. Art must be securely 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 **required**, if possible. 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 nor should your artwork infringe on your neighbor's space. **Consider your wall space and the size of your artwork. A general suggestion would be 1 item per 4 square feet of wall space, dependent on the size of your art. For example: a 4 X 5 ft panel might comfortably handle 5 items of typical size. No more than two 6.5" x 8" note card holders per space.**
5. All bins, risers or other containers must be clear Lucite and uniform in appearance. Note card and **business 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 or Amazon. 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 either to replace or rotate artwork 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.

## **FEATURED ARTISTS**

The Months of January, February, 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.

The window panels, and the ledge made by the panels are available to the featured artists. The featured artist may request that any other artwork hanging in the front window beside the door be removed during their display time.

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, and the items to be displayed are at the discretion of the window committee.

Featured artists are responsible for wine at their reception night. 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 greatest 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 "up to and including the frame" over 800 square inches to 1300 square inches 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. The ledge inside the window is used exclusively by the window committee. Please do not place any items there without permission of the committee.

6. If your work is not hung your money will be refunded. (Refund will stay on back of piece)

### **REQUESTING A DIFFERENT SPACE**

All new incoming artists will be offered available space, based on the nature of their artwork, after currently exhibiting artists have an opportunity to relocate if desired. If space is not immediately available, you will be put on a waiting list and notified when there is an opening. Please respond quickly with your decision or you may lose the opportunity. If you decline, the space will then be offered to the next artist in line.

Currently displaying artists can relocate as space becomes available. Any currently 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 name and 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.

Revised by Gwen Kodad 08/28/21

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