

## **RULES AND GUIDELINES FOR ARTISTS**

All our artists (current and prospective) must adhere to the following:

1. Each artist is required to be a member of the Beaufort Historical Association, our support organization, and to renew annually (Contributor Level, \$35).
2. **New artists must be juried into the gallery.**
  - New art media from existing artists must also be juried. (i.e. an existing painter member submitting clay or photography, etc.)
2. **All artwork must be original**
  - No reproductions, no prints including limited-edition prints
  - No canvas wrapped prints or giclees
  - No craft kit items, only original fine crafts
3. **All art work must adhere to these display standards:**
  - Canvases must be greater than 1" deep. If  $\frac{7}{8}$ " or thinner, art must be framed
  - The edges of unframed canvases must be painted
4. **Framed work**
  - Frames and glass must be clean and sturdy
  - Proper wiring is essential – use metal or plastic-coated metal wire, no monofilament
  - No saw tooth hangers
5. **Matted art** must be inside shrinkwrap or acetate sleeves
6. **Notecards**
  - Single cards must be in fitted sleeves, no sandwich bags
  - Multiple packs must be in clear boxes or fitted sleeves
7. **Three-dimensional artwork** is limited by space available. The number of pieces allowed in the gallery will be determined on a case-by-case basis by the Art Gallery Committee.

**No walk-in Jury submissions are allowed.** Jury submissions must be delivered to the Gallery at least the day prior to the quarterly jury meeting which shall be the third Monday of January, April, July and October. Provide a selection of three to five pieces that demonstrate the variety and quality of your work. Art will be judged on the artist's body of work. You will be notified after jurying about acceptance.

**If accepted into the gallery Artists agree to the following:**

1. **Each Artist is limited to THREE framed and FIVE matted pieces** or unframed boards. These limits may be lower if the pieces are over 36" on one side.
2. **The jury may refuse to accept work that is not properly framed or packaged.** The Jury may also refuse to display work that is inappropriate for our Gallery.
3. **Artists will replace his or her unsold art every few months with new work** to be sold. All new art from existing artists will be of a quality consistent with their previous juried art. If quality or consistency of art is not up to previous standards, the committee reserves the right to ask the artist to replace the work.
4. **We reserve the right to temporarily store some artwork** until more space becomes available.
5. **Our hanging committee will hang all accepted art.** Artists will not hang their own work.
6. **Items displayed for over one year must be removed,** or they become property of the gallery to be used as donations for various BHA auctions and fundraisers.
7. All submitted work will be treated with great care, however the Mattie King Davis Art Gallery and BHA will not be responsible for theft, breakage or other damage.
8. **Our Gallery is run totally by volunteers. We encourage ALL Artists to volunteer** to help keep the gallery open six days a week throughout the year. Shifts are 10am-1pm or 1pm to 4pm. Training is provided.
9. Commission is 35%.
  - a. Artists receive a discounted commission (25%) if they volunteer and work 12 shifts per year. It is each artist's responsibility to contact the gallery to schedule shifts to meet this requirement.
  - b. Commission calculation method: (Selling price x 65% or 75%) = payment to the artist.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_