

RULES AND GUIDELINES FOR ARTISTS

All current and prospective artists must adhere to the following guidelines:

Walk-in jury submissions are not accepted. All submissions must be delivered to the Gallery **at least one day prior** to the quarterly jury meeting, held on the **third Monday of January, April, July, and October**. Please submit **three to five pieces** that represent the variety and quality of your work. Artwork will be judged based on the artist's overall body of work. You will be notified of the jury's decision following the review.

Please drop off art at: 130 Turner Street, Beaufort, NC 28516

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

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 are expected to rotate out unsold art every few months with new pieces.** All new art from existing artists will be of a quality consistent with their previously juried art. If the new work does not meet previous quality or consistency, the committee may request a replacement.

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 left on display for over one year may be removed and repurposed by the gallery for use in 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.

10. **Are you interested in volunteering in the gallery?**

☐ Yes ☐ No

If yes, please provide your email address: _____

11. **Publicity & Marketing:**

By submitting work to the Mattie King Davis Art Gallery, artists grant the Beaufort Historical Association the right to photograph and use images of artwork for promotional, publicity, and marketing purposes, including but not limited to print materials, social media, and the website.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

Jury Application

Please print and complete the application below including the tags for your work. Deliver your completed application along with your art to the Mattie King Davis Art Gallery **at least one day prior to the third Monday in either January, April, July, or October**. You may leave your work leaning against the wall in the room with the desk. Be sure you have attached a tag to each piece of art. We suggest that you staple or tape the tag to the hanging wire so as not to damage your work or frame.

Thank you.

DATE: _____

Artist's Name: _____

Address: _____
(street, city, state, zip code)

Phone #: _____
(indicate if cell phone)

Email: _____

Artist Website: _____

Artist Facebook: _____

Artist Instagram: _____

Your signature below indicates that you have read and agree to abide by the **Current & Prospective Artist Agreements and Procedures**.

Signature

Date

Complete a tag for each work of art you wish to be juried and attach it to your work.

Title _____

Artist: _____

Size: _____ Medium: _____

Price: _____

Title _____

Artist: _____

Size: _____ Medium: _____

Price: _____

Title _____

Artist: _____

Size: _____ Medium: _____

Price: _____

Title _____

Artist: _____

Size: _____ Medium: _____

Price: _____

Title _____

Artist: _____

Size: _____ Medium: _____

Price: _____