

Images Exhibition Rules
Revised: March 21, 2008
(new layout – 3 pages)

1. **To Enter an Images Exhibition, Artist must...**
 - a. be a Signature Member of The Artists' Guild;
 - b. attend the gallery training program, or sign up for on site training;
 - c. have paid the annual rent fee **and** the one-time \$100 gallery participation fee;
 - d. have read and agreed to abide by all of the Images Exhibition Rules as set out on these pages;
 - e. have sent the completed and signed entry form and non-refundable entry fee (see entry form) to be received by application deadline. No changes to title, medium or price will be accepted after the deadline.
 - f. Agree to put in time to help make the gallery work.
 - g. read and be familiar with the policies and procedures set out in the RED book at the gallery desk.

2. **All artists are expected to have read and agree to abide by all the Images rules.**
 - a. An artist who fails to follow the rules will receive a written warning.
 - b. If the artist continues to disregard the rules, the Board of The Artists' Guild reserves the right to suspend the artist from future participation in Images shows.
 - c. No refunds of any kind are due to a suspended artist.
 - d. Artists who remove unsold work prior to the end of a show will automatically be barred from exhibiting Images shows for one year.

3. **Independent jurors are chosen by our Jury Committee.**
 - a. Jury results will be e-mailed within 48 hours of jurying completion.
 - b. Artists without e-mail should call the gallery after 10 AM the Tuesday following take-in Sunday
 - c. The juror for Images shows will make 7 award selections: 1st, 2nd, 3rd, two JR and two HM.
 - d. There are no cash prizes for Images.
 - e. A specific entry may win a prize in only one Images show.
 - f. When re-entering a prior winning piece, please so indicate on the entry form.
 - g. An individual artist may win only one Images award in a single Images show.

4. **Artwork Requirements:**
 - a. All main entry works must be original works by the entering artist.
 - b. All submitted artwork must be in excellent condition and professionally presented, suitable for exhibition and sale.
 - c. The Artist Guild reserves the right to reject work that is damaged, unprofessionally finished, or otherwise in poor condition. Visible staples, loose, flimsy or damaged frames, loose glass, dirty mats, missing hanging wires, loose applied items and/or damaged work will be automatically rejected. All wire ends must be properly taped.
 - d. No artwork done under instruction or in a workshop may be submitted.
 - e. Hanging works may not be shown in consecutive shows and may be shown only twice in a 12 month period of time.
 - f. Sculpture (on pedestals or free standing) may remain for two consecutive shows, must be juried into both shows, and then may NOT be shown again for 10 months.
 - g. **Photographers may NOT submit A/P work.** Only one-of-a-kind photos will be juried – photographs may be produced in limited editions of no more than 5. All main entry photographs, digital art and computer art must be on archival material, must be signed and numbered by the artist on the front of the work, and must be produced with colorfast inks. Digitally enhanced or manipulated photographs must be identified as such.
 - h. **Sculptors may submit photographs to the juror for jurying** if their works are heavy or unwieldy. Accepted works must be delivered to the gallery on Sunday after jurying. Sculptors must provide own pedestal.
 - i. **Giclees/Reproductions:** Giclees may **not** be entered as main entries except by photographers/digital artists and then only in limited editions of no more than five.
 - j. Only **one multiple work** (i.e. diptych, triptych, etc) may be entered as a single entry in any one show. **Your second entry must be a single piece.** Each multiple piece work may only be sold as a complete set while the work is on display in the gallery.

- k. All **works must be properly labeled** and are due at take-in for jurying at the time/place published on entry form.
- l. If artist is unable to enter work during take-in, Guild will provide this service through **Special Check-in** for an additional \$10 fee. Artist must bring work to storage area prior to take-in and label work "Special Check-In".
- m. **Size Limits:**
 - i. 2D Artist may enter one work up to 60" in width or height.
 - ii. If an artist enters a work of this size, this artist's 2nd entry may not exceed 36" in any dimension.
 - iii. However, if an entry cannot be hung (the Gallery Committee or Hanging Committee will determine if a work creates a hanging/placement problem), it may be removed from the show, even if selected by the juror.
 - iv. Canvases larger than 48" in any dimension must be reinforced with cross braces.

5. **Artwork Sales:**

- a. All artwork must be for sale at a minimum price of \$30.
- b. A 25% commission will be retained by the Guild from every sale.
- c. A 10% discount from list price may be deducted for Museum members, licensed interior decorators or designers, or Mizner Rack Card holders. If you offer a further discount (more than the 10%) on a specific work, that will be the final price.
- d. The 25% commission applies to any work sold through a contact made from an Images show. Please honor our honor system.
- e. If a work is sold, the artist must bring in another work of similar size and quality. The new work must fit into the space vacated by the sold work.
- f. All pieces sold but not taken by the purchaser immediately become the property of the purchaser.
- g. Artwork must be shipped or delivered within 10 days of the sale unless the purchaser requests a specific delay in the shipment date.

6. **Staffing Requirements:**

- a. **All artists who enter a show must put in time to make the gallery possible. This typically means signing up for shifts to staff the gallery.**
- b. Gallery time is required whether or not an artist's entries are accepted into the show.
- c. Artist must arrange shift assignments by contacting the Calendar Chair by the entry deadline.
- d. Any artist scheduled to sit a shift is responsible for securing coverage if unable to sit assigned shift.
- e. If The Artists' Guild obtains coverage, the originally scheduled artist will be charged \$40 to cover the cost of a paid sitter. If the artist fails to pay this fee, his/her work will be removed from the show and the artist will be barred from future Images exhibitions until the fee is paid.
- f. If an artist enters a show and fails to sign up for shifts, shifts will be assigned by the Calendar Chair and the artist will be obligated to cover these shifts.
- g. An artist who fails to cover an assigned shift will receive a letter of warning. A second infraction will result in a one year suspension from participation in Images exhibitions with no refund of any fees.
- h. **Paid Staffers:** A list of artists who have been approved to work paid shifts is available for those artists unable to work their shifts. While the Guild recommends that these artists charge no more than \$40 per paid shift, it will be up to the artist and the approved paid staffer to agree on payment.
- i. **Non-artist staffers:** Artist spouses, significant others or friends who wish to sit shifts with the artist, for the artist's staffing credit, must also be trained. The Artists' Guild reserves the right, for any reason whatsoever, to either permit, or not to permit this spouse, significant other or friend, to sit an assigned shift for the artist's staffing credit.
- j.

7. Each **exhibition will be hung and placed by the Hanging Committee.**

- a. NO work, including bin pieces, may be moved after final placement, except by the Gallery Director.
- b. After final placement of an Images show, anyone moving their own work, or that of another artist, is subject to Guild action, including suspension from future shows, if the action was taken without the express permission of the Gallery Director.

8. **Art Storage Fee:**
 - a. All unaccepted works should be picked up prior to the opening reception.
 - b. A \$25 storage fee will be charged for artwork still left in the storage area the Tuesday after the reception.
 - c. Storage fees must be paid prior to entering another Guild show.

9. **Browse Bin:**
 - a. Defined as: 2D fine art, priced at or below \$600, or 3D artwork priced at or below \$1000
 - b. Browse Bin work is not juried by the show juror.
 - c. Gallery Committee reserves the right to reject bin entries due to size, space limitations or poor condition.
 - d. Only fine art – no functional art
 - e. Maximum number of bin entries is listed on each entry form.
 - f. Clearly label all work on reverse (artist, title, medium, price). Price must be clearly marked on front of all bin work.
 - g. Giclees/reproductions must be clearly marked as such. **Reproductions may not be placed in bin if original work is on display in main show.**
 - h. Two dimensional artwork, not to exceed 30", matted, securely wrapped in shrink-wrap or clear plastic envelope, neatly and professionally.
 - i. Small framed work may be entered – artist must supply display stand which must fit on bin shelf and which must support entry.
 - j. 2D Framed bin work may not exceed 16 inches in any one direction – **including the frame and stand.**
 - k. 3D bin work may not exceed 24 inches in any direction.
 - l. Stretched canvas frames may be placed in bin but must be shrink-wrapped or placed in clear plastic envelope. 30" limit.
 - m. Artist enters at own risk as work may be damaged in bin.
 - n. Bin work must be removed after each show.
 - o. A small multi-piece work (diptych or triptych) may be entered as a bin piece BUT all components of the entry must be presented on a single base so that there is no question that it is a single entry.

10. **Shipping of Artwork:**
 - a. The artist agrees to follow all the procedures in the Red Book relating to shipment of artwork.
 - b. Shipment arrangements are made by the purchaser, but will be facilitated by gallery staffers.
 - c. All artwork to be shipped must be packed, insured and shipped by a professional shipper.
 - d. If shipped, the work must be insured for sales price plus shipping costs.
 - e. The purchaser is responsible for payment of all shipment costs.
 - f. The artist may not remove work for packing or shipment.

11. **Delivery of Artwork:**
 - a. All sculptors must bring their work/pedestals to take-in between 9:30 AM and 10:30 AM on take-in days.
 - b. 2D artists must bring their work between 10:30 AM and Noon.
 - c. Artists arriving outside of these set times will be refused and asked to return during their appointed time.
 - d. These rules are necessary to avoid traffic blockages and to expedite the safe delivery of artwork.
 - e. Artists arriving after the juror arrives will not be permitted to enter.

12. **By entering an Images Exhibition, you acknowledge and agree that neither The Artists' Guild, the Boca Raton Museum of Art, their respective Board members, nor any entity related to Mizner Park, have any responsibility or liability for the loss of, or any damage to, artwork while on display at The Artists' Guild Mizner Park exhibition space.**

13. **Your signature on the entry form documents your understanding and acceptance of all terms and conditions as stated in these Images Exhibition Rules.**