

Guidelines for Exhibiting in Gallery Shows



The Art League of Hilton Head Gallery strives for a professional presentation of artwork. Artwork not meeting these guidelines will be excluded from showing. The gallery and hanging committee handle each piece with utmost care. Please present your best work, properly framed, to sell.

Basic Requirements:

1. In order to exhibit, you must be a member of the Art League of Hilton Head and have paid the \$75 hanging fee.
2. You are also obligated to work one three-hour shift as a volunteer in the gallery during each month you exhibit. You will need to register for your shift every time you drop off your artwork. Note: To ensure your desired gallery-sitting slot, you should come in early (10 AM on change of show date).
3. Those who do not wish to sit can pay a yearly \$100 absentee hanging fee in addition to the \$75 hanging artist fee.
4. Each artist is permitted **one** piece of original 2-D artwork **OR three** pieces of free-standing 3-D art per show. (Note: At this time we do not have enough wall space for diptychs or triptychs.)
5. Wall art may not exceed 42 inches in width.
6. All work must be for sale.
7. If sold, you should replace the work ASAP with a piece of similar size. If your piece is not sold, it must be picked up at the next change of show.
8. Once artwork is hung, you may NOT move it to another location in the gallery.
9. The Gallery will provide labeling for the artwork. Labels will include your name, title of the piece, medium, and price. No other labeling is permitted on the wall except by featured artists.

Change of Show:

Change of show is monthly on a calendar basis; the opening reception usually follows a day or two later. Please consult the website www.artleaguehhi.org or consult *The ARTiculate* for each month's dates. Note: In some cases events at the Arts Center of Coastal Carolina may result in modifications of our regular schedule.

1. Art should be delivered on the change-of-show day between 10 AM and 12 noon. No art will be accepted before or after these hours. **No exceptions.** Art being shipped must arrive no later than the Friday before change of show. Use the change-of-show form provided by the Gallery. The

form is available as a download on www.artleaguehi.org

2. Pick up is between 10-12 on change-of-show date. We do not have space to store artwork so if you can't pick up on this date, please make arrangements for someone else to pick up your artwork.
3. Hanging Standards will be strictly enforced. We are competing with many other galleries in the area so the need for a professional presentation is extremely important. If presented professionally, the salability of all art, whether created by a beginner or experienced artist, will be enhanced.

2D Hanging Standards

General:

Hanging artwork must be **original** in conception and execution. No kits, copies, work from published photographs.

- “Fakes” (copies of well-known art) are allowed only at our annual “Fabulous Fakes” show.
- Pieces must either be framed or be gallery-wrapped canvases (no staples or tacks showing).
- Edges of unframed gallery-wrapped canvases must be clean or painted.
- All work must be appropriately backed, framed and wired for hanging.
- Works in fiber must be framed or ready to hang with appropriate mountings.

Framed Works

Simplify your framing. Let your art speak for itself.

Frames should be appropriate in style and size to the work.

For questions re: suitability of a frame, contact Barbara Snow at 843-363-5791 or bsloom@aol.com

- Damaged or scratched frames are **NOT** acceptable.
- No easel-backed photo frames.
- Art in wood frames must have dust cover backing. Please make sure the backing fits properly.

Glass and Plexiglas:

- Clear acrylic glazing (Plexiglas) is preferred for works on paper; pastels should be covered with glass.
- Glass or Plexiglas must fit the frame and not be loose or, in the case of Plexiglas, bulging.
- Broken, scratched, cracked or dirty glass or Plexiglas is not acceptable.
- Damaged, scratched or chipped glazing is not acceptable.

Standards for Plexiglas: When using Plexiglas make sure that it meets the following standards:

- It should be **clear acrylic**. Acrylic retains clarity, is archival and has 98% UV protection. Do not use plastic or polycarbonate, which yellows over time.
- Quality acrylic glazing is typically 1/10 to 1/8 inch thick. Do NOT use 1/16 acrylic as it is too flimsy.
- If using Plexiglas, please indicate this to your buyers by providing the following information on the back of your work:

How to clean acrylic glazing: This artwork is glazed with clear acrylic which is archival and UV resistant. In order to preserve its original quality, acrylic must be cleaned differently than glass. Always use a soft rag and either commercial acrylic cleaner or mild soap and water. Do not use window cleaner. Do not use paper towels.

Matting

- No colored mats: white, black, ivory only.
- Double- and triple-matted pieces should also be white, black or ivory. A narrow lip of color (no more than 3/8") is acceptable if it is appropriate to the piece.
- Use acid free mats.
- Dirty or damaged mats are not acceptable.

Hanging

- Only secured wire (not string or fishing line) is acceptable for hanging.
- Wire must be attached with D-rings (preferred) or screw eyes.
- Wire must be hidden behind frame.
- No sawtooth hangers
- No easel-back or cardboard cutout hangers accepted.
- Sturdy backing is required for all work but canvases.
- Canvases must be squared and secured at right angles.
- No wet paintings will be hung.

Photography

All photographs, regardless of material they are printed on, digitally enhanced or otherwise, must be labeled as *photographs*.

Label information: Buyers of fine art photography have an interest in knowing the process by which your image has been created. When labeling photographs the Gallery encourages you to label your work according to one of the following categories:

Photograph: print from negative (or, silver gelatin print, chromogenic print, etc.)

Photograph: digital print (An image that has been printed from a digital file and has had minimal post-processing; for example, cropping, exposure adjustment, color correction, dodging and burning. If this kind of post-processing is the digital equivalent to what could have been done in a

darkroom, then your image fits into this category.)

Photograph: digitally enhanced print (The final image has been digitally manipulated to add features that could have not been created in-camera; for example, cloning, HDR, removing or adding items, color alteration, using filters that simulate other mediums.)

Photograph: digital montage (The final print that began as a photograph but incorporates multiple original images and post-processing techniques)

This information is provided as a courtesy to the art collector.

Limited editions: The gallery encourages but does not require photographers to submit limited edition work.

Bin Art

- **Number:** An artist may submit up to **three** pieces of bin art.
- **Size:** Minimum 11 x 14; Maximum: 28 x 36 inches.
- **Backing:** Art should be mounted on, or backed with, 3/16" Foam Core board. Do not use 1/8" Foam Core, cardboard or any other material.
- **Matting:** If matted, art should be matted according to the same standard as for hanging art. No colored mats please; white, ivory or black only.
- **Packaging:** Art should be professionally shrink wrapped, or packaged in clear, self-sealing polypropylene bags. If using bags, artwork should be the exact size of the bag; folded. In the case of odd sizes, where artwork might not fit snugly, taping to fit is acceptable. However, if taped the edges must be firmly secured.
- Professional shrink wrapping is available from several local sources including Island Ideas (Fresh Market Shoppes at 890 Wm. Hilton Parkway) and Pink House Gallery (Main Street Village, North End near Main Gate of Hilton Head Plantation).
- **Maintaining quality:** As with hanging art, bin art will be reviewed for adherence to quality standards and returned to the artist if standards are not met. Please do not bring art with faded mats, yellowed packaging, old labels, or anything that appears shopworn.
- **Gallery label:** Affix a gallery label to each piece of your artwork and record it in the bin art book located at the desk. You may print your own at home using the Avery template available from the Gallery Administrator.
- **Replacement:** Bin art over 3 months old should be replaced with fresh inventory. It is the artist's responsibility to remove old artwork in a timely manner. All art more than 3 months old will be pulled from the bins and must be picked up by the artist when notified.

3-D Standards

All 3-D work must be **original** in conception and execution. No kits or pre-manufactured items allowed. Materials must be handcrafted.

- No broken, chipped, unstable, dusty, or dirty work accepted. 3D work not meeting these criteria will be excluded from showing.
- **Three** free-standing pieces of 3D art per artist. Floor pieces are also limited to **three**. Note: Due to limited 3-D space at the Arts Center gallery, this number may have to be adjusted in the future.

- **Jewelry** must be made of hand-crafted materials. Space in the case is limited so please check with the Gallery administrator before bringing in your work for the first time. Jewelry is **not** subject to the three-piece limit.
- Other small works such as handmade artists books, depending on size, may also exceed the 3-piece limit. Check with the Gallery administrator before bringing in your work for the first time.
- 3-D pieces must be changed out monthly.

The following 3-D work will be accepted:

Metal work
Assemblage
Wood
Sculpture
Ceramics
Fiber sculpture
Basketry
Pottery
Hand-built Clay
Handmade Artists' Books

Note: **One piece of framed or hanging** fiber art, assemblage, metalwork, basketry, etc. will be accepted **in lieu of** three free-standing pieces.

Currently the Gallery cannot accept wearable fiber art, pillows, throws, quilts or similar items. For questions about acceptability of a particular type of 3-D, please contact the Gallery Administrator.

Artist's Exhibition Agreement

Please be sure that you have read and signed the Artist's Exhibition Agreement and provided a current personal biography for the gallery files available to visitors and patrons.

Contact Information

If you have any questions, contact the Gallery Administrator, Gabriele Hoffmann at 843-681-2399.

All the above information is also available online at www.artleaguehi.org