

R O C K P O R T C E N T E R *for the* A R T S

MEMBERS' GALLERY GUIDELINES (Revised 2012)

Also available at www.rockportartcenter.com/resources

QUALIFICATIONS

- Every artist wishing to exhibit in the Members' Gallery is responsible for reading these guidelines carefully.
- Artwork exhibited in the Members' Gallery must be created by a current member of the Rockport Art Association (dba Rockport Center for the Arts, RCA).
- Only original artwork will be exhibited in the Members' Gallery. Matted works in bins are considered gift shop items. (See Gift Shop policy if interested in submitting work for the Gift Shop.)
- Only one artwork (per member artist) is hung per show, and each work may be exhibited once (work may not be exhibited multiple times).
- All work exhibited in the Members' Gallery is subject to approval and is hung at the discretion of the Visual Arts Director and supporting staff.

PRESENTATION/SIZE

- All 2D work must be suitably framed and have a wire for hanging. Sawtooth hangers are **not** accepted. Tape loose ends of wire, and clean glass and mats. Wet paint cannot be accepted.
- It is suggested that framed works not exceed 40" on any dimension. Stained glass pieces must not exceed 30". Due to space availability, larger sizes than those suggested will be hung at the discretion of the Visual Arts Director. 3D work must be of a size that can be moved by one person of average strength without causing injury to themselves or the artwork. Special cases must be arranged prior to exchange date.

ARTWORK PICK-UP and DROP OFF PROCEDURE

- Members' Gallery Artworks are accepted at the Art Center on **Exchange Day**. (Typically on the Sunday between exhibitions, 1-4 pm) Exchange Day reminders are sent via our free e-mail list. Check our online calendar to confirm exchange dates at www.rockportartcenter.com or email info@rockportartcenter.com, or call the Center at 361.729.5519. **Artists are responsible for keeping track of Exchange Days and their artworks.**
- Each exhibiting artist must **COMPLETELY** fill out, date, and sign the three-part label/lender agreement slip for work exhibited in the Members' Gallery. **Signatures on the slip constitute agreement with Members' Gallery policies and are required for exhibition.** Proper information will ensure prompt payment (if the work is sold) and accuracy if we need to contact you.

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ARTWORK DROP OFF & PICK-UP

ARTWORK PICKUP POLICY WILL BE ENFORCED AS OF 01/01/12: PLEASE READ!

- If you are unable to attend Exchange Day and want to drop your work off early, attach the properly filled out lender agreement slip and deliver the work to the office of the Visual Arts Director. Please make sure a staff member has recognized and accepted your entry. **Work dropped off after the exchange date will not be accepted.**
- Anyone picking up or removing artwork must *sign it out* at the docent desk. If someone else is to pick up your work, please arrange to do so in writing/email with the Visual Arts Director. The sign out sheet is on a clipboard at the docent's desk.
- The Rockport Art Association, Inc. (dba The Rockport Center for the Arts, RCA) **is NOT responsible for artwork which is inadequately labeled or left unclaimed for a period of 48 hours or more after the scheduled pick up date.** Pick up date is exchange day immediately following exhibition in which artwork was included.
- **Any artwork which has not been picked up within 30 days after pick up date will become the property of the Rockport Art Association unless other properly documented arrangements have been made.** *Signing the Lender's Agreement Form indicates your acknowledgment and agreement with this policy, and releases RCA from any liability with respect to claiming any loss or damage as a result of your artwork not being picked up within such period.*
- **If you do not fill out the lender's agreement form completely or do not sign it, RCA is not responsible for the display, storage or retrieval of your artwork.**
- Any artwork that is purchased will be sold at the price indicated on the entry form. It is the responsibility of the artist to properly label and price all artworks submitted for exhibition.

SHIPPING POLICY

- See our "Artwork Shipping Policy" located at our website, under "Links and Resources" or request a copy from our office. **DO NOT ship artworks framed with glass.** If you want your work shipped back to you, you must follow the instructions in the Artwork Shipping Policy.
- RCA is not responsible for storing or retrieving shipping boxes or packing materials (*plastic, bubble wrap, cardboard, frame corners, etc.*)

PAYMENT/CONSIGNMENT AGREEMENT

- Artist/Lender will retain 75% of sales price of work sold in the Members' Gallery with the exception of the annual Members' Exhibition, *Currents*, which is considered a Main Gallery Exhibition. Artists retain 65% of all works sold in the Main and Garden Galleries. Payment is made in the month following the month of sale.

If you have any questions about the policy and procedures for the Members' Gallery, please contact the office of the Visual Arts Director at 361-729-5519. We are always glad to answer questions and assist you in any way we can.

Please help maintain the professional integrity of your art center galleries and gift shop. You deserve to have your work displayed in a pleasing professional manner. The impression made on the many art center visitors is important to everyone.