

Instructions for Fine Art Exhibits in Galleries at The Center

The Center has designated Lorraine Momper and David Reynaud as volunteer curators/exhibit coordinators for scheduling and selecting all art exhibits at The Center at Belvedere. They can be reached at thecenteratbelvedereart@gmail.com They are supported by staff liaison Olivia Watts, olivia@thecentercville.org

- The curators will select artists via representative images in any medium by any accomplished local senior (50 and above) artist. (The only exception is when an artist is a member of an official organized group or during an ‘open to the community’ show. A group under this definition is defined by entities that are named, meet regularly, and elect officers. A temporary assemblage of artists who decide to exhibit together does not fall into this category and will be required to adhere to the age guideline.)
- An exhibit proposal is encouraged but not required.
- Membership is not required.
- All art must be original.
- No art may be hung that might be considered pornographic (including nudes) or offensive to viewers, considerate of the religion and political differences of the clients of The Center.
- No art may represent images of violence.
- Representatives of The Center reserve the right to refuse to exhibit any artwork that may be deemed offensive by its members.
- **Framed art prints such as giclee prints, as duplications of original artwork, may be hung for an exhibit only if the Curators consent to such an arrangement when the exhibit is scheduled, only in special circumstances, and not as an entire exhibit.** No exhibit of original paintings may consist solely as a vehicle to sell unframed giclee prints, as The Center will not store such prints. **Framed prints executed with print-making techniques via an original prepared surface, as unique prints with minute variations that are one of a numbered, limited edition, would be acceptable for a dedicated exhibit.** (Examples: etching, linoleum block, woodblock, copper plate, gelatin/Gelee, lithograph, intaglio, or collagraph prints.)
- Upon the installation of an exhibit, the curators, as representatives of The Center, reserve the right to refuse to exhibit any artwork, photo, or print deemed unsuitable, whether because of subject matter or failure by the artist to adhere to these guidelines. (See guidelines below.)

The curators act as the selections committee for exhibiting artists. Candidate exhibitors should contact the curators to present representative artwork samples and/or photos for judging, either in person, or via digital images sent to the following email(s): lorraine.momper@gmail.com or dsr@lumos.net.) Selection for an exhibit will depend on the skill level of the artist, the possibility of sales, and the variety of incoming future exhibits so that the galleries remain varied and dynamic in the types of artwork presented. Submission of digital images or in-person presentation of artwork does not necessarily guarantee a spot on the exhibit schedule. Guidelines for exhibiting artwork will be as follows:

- Exhibits will be hung for two calendar months beginning the first day of the first month scheduled and ending on the last day of the second month scheduled. This schedule is contingent upon those days that the facility is open during the calendar year scheduled.

- Exhibitors are responsible for putting up and taking down their work at the agreed times and dates. Consult with the curators and the current exhibitor to determine the actual date and time for putting up an exhibit. Dates and times to exchange shows are determined by agreement of the artist who is taking down an exhibit, the artist putting up an exhibit, and the convenience of the curators and The Center. The curators may be present to see that all requirements are followed, but the artists are responsible for hanging.
- **The outgoing exhibitor is only required to take down his or her exhibit on or prior to the last day of the exhibit period, regardless of the convenience of the incoming artist. The incoming artist should put up his or her exhibit on the first day of the new exhibit period or shortly thereafter. An incoming artist may only put up an exhibit prior to the beginning of his or her designated period if the outgoing artist desires to exit early for personal reasons and the curators agree to a special arrangement.** Contact the curators to schedule a time should questions arise about such scheduling.
- **If for any reason the artist is unable to hang for the entire two-month period, he or she should consult the curators at their emails or the phone numbers above. The curators reserve the right in such a situation to recruit a new artist for an exhibit if circumstances require an exhibitor to leave more than one week early.** The vacant period may or may not be offered to the incoming artist to add to his or her exhibit schedule.
- Hanging will be done using the existing hanging system at The Center, **using ONLY the existing hooks and cables in the exhibit area to which the artist is assigned. Each exhibit space has been assigned 50 cables with hooks.** Hooks may be moved to other cables **within** the exhibit space assigned, in order to “stack” artwork, with the empty cables then hidden behind artwork, looped or left hanging. **No artwork or rods may block the fire extinguishers or extend to the edges of corners or doorways.**
- If needed for installation, The Center personnel can provide a step ladder. Ask at the desk to have someone locate a ladder if one is needed. The person installing the exhibit must be able to use the stepstool or ladder, as The Center does not supply the labor to install the exhibit.
- **All 2-D items must be suitably framed except for the following (the requirement for wire and hanging hardware detailed in these guidelines still applies:**
 - artwork executed on deeply mounted wood panel.
 - 0.75 canvas which is **back-stapled** or gallery-wrapped and has finished edges, (painted) or wrapped images. (No staples or ragged canvas edges showing)
 - 1.5 inch canvas which has no ragged canvas edges or staples showing, or is gallery wrapped/back-stapled with finished edges (painted) or wrapped images.
 - All artwork on 1/8 inch wood panel must be framed or mounted to 0.75 or 1.5 inch depth with edges finished with varnish/stain/or paint. Consult the curators.
 - Fabric creations such as quilts may be unframed. Consult the curators. Fiber creations such as quilts or macramé may use an alternate method of hanging but must hang from multiple suspension points for stability and be approved by the curators. (Example: a quilt that hangs from a horizontal rod with cord on two sides. No sharp edges may be present)

- All frames should be sturdy and clean, and hung by wire for stability from **at least two suspension points (either side of rear of frame) using wire and hardware such as screw eyes or d-hooks**, securely mounted on either side of the frame itself, not to the backing. **Sawtooth hangers and center mounted hardware, with or without wire, are NOT acceptable.** No frames that hang from/via a cardboard backing can be hung. (Example: inexpensive photo frames.) **Be sure that your artwork is securely hooked on the hanging system.** (If you have some other mounting hardware, check to see if it is permissible.) The Center will refuse any artwork that does not comply with these framing guidelines.
- **Please note that the hooks on the cables are only rated for 42 pounds.**
- **No exposed glass or sharp edges.** No “swiss clips” or systems that simply clip artwork between a backing and glass without a frame may be hung.
- Please make sure to have “bumpers” on the bottom corners of the artwork to prevent damage to the wall.
- The Center does not currently have accommodations to exhibit 3-D sculpture such as wood carving, ceramics, pottery, jewelry, etc.
- **Each piece of artwork must have a 3x5 inch title card mounted from the rear of the painting, hanging down on the right side of the painting listing Title, Medium, and Price (or NFS) and Artist in the case of a group exhibit.** (Please note that a numbering method of titling work, with a corresponding list and no title cards on the paintings, is confusing to viewers at The Center, does not encourage sales, and is not allowed. This title card information must also appear on the back of the artwork, on a hang tag stapled or taped over the wire (in case the front labels become dislodged.) A document with multiple such hang tags for this purpose will be supplied by the curators to be duplicated by the artist as needed.) The artist may provide a framed or mounted biographical sketch, business cards, and/or an announcement card to be placed in the lobby or exhibit area at the discretion of the staff, if space is available. Consult the curators.
- **A list of all exhibit artwork, including titles and prices should be completed and left with the volunteers at the front desk for reference during the duration of the exhibit. A document detailing contact information should also be supplied.** (A document for this purpose will be supplied to the artist.) This information is needed in the event of a sale, so that The Center can mail the artist a check or pass on any questions or concerns.
- **The Center reception desk staff handles all sales, and collection of the stated price. The Center deducts a 10% commission from the proceeds before mailing a check to the artist through the mail, usually within 2 weeks.** Artwork may not be removed from the exhibit and/or marked SOLD unless payment has been received by The Center. We do not place paintings on ‘hold’ or allow them to be removed prior to payment.
- If The Center allows a painting to be removed early (upon receipt of payment), the artist will be informed and have the option of replacing the painting, adjusting the price list accordingly. A buyer may also opt to remove a purchased painting at the end of the exhibit. Any special circumstances for early removal of a painting, without sale, must be cleared with the curators, as documentation of removal is required so that no one presumes a theft if a painting is missing.

- **If a painting is sold within a month of its exhibition at The Center, that was first seen at the exhibition by the buyer, the commission is still due The Center.**
- A reception, with or without refreshments, may be held at the artist's expense. The Center will provide napkins, plates and cups. Receptions must be scheduled during normal business hours Contact Jennifer at Olivia@thecentercville.org for more details and to schedule.
- **The artist will be required to sign this document to acknowledge that he/she has received, read, and agreed to all stipulations contained in these guidelines before the installation of an exhibit. (See below)**
- The artist may be responsible for any local publicity, such as newspapers. **Notices will be included, when space allows, in The Center Times, the website, and the weekly "It's Happening..." email newsletter if the artist supplies information and images. Deadline is two months prior to the opening of the exhibit),** Digital images and a paragraph about the artist may be sent to Jennifer@thecentercville.org

Please sign below and forward to one of the curators for The Center, either by email or mail. (This document does not need to be notarized.)

The Center has no liability for exhibited art. By exhibiting at The Center, the exhibitor acknowledges knowledge of this fact and that he/she has read these guidelines and agrees to all stipulations contained therein.

Please print name (artist) _____

Address _____

Phone number _____

Signature of the artist _____

Date _____