

## ***The Florence Thomas Art School Gallery Exhibitor Rules***

**Exhibitors-**All exhibitors of the The Florence Thomas Art School and Gallery must be 18 years of age (unless involved in a student exhibit).

Exhibitors must sign the agreement and release forms provided.

**Display-** Artists are permitted to display 2 pieces of original work no larger than 24"x36". However, if your work is large, you may bring only 1 painting. Artists may also bring an additional 3 miniature paintings. All work is hung at the discretion of the Gallery Committee. Space is limited and consignment artists accept that monthly exhibition work will take main gallery space priority over consignment work.

- Paintings must be framed or on wrap around canvas with the painting continuing around the edge.
- No work will be accepted in damaged frames, dirty mats, or with a raw edge or staples showing on the sides. Please use wire hangers on the back of all paintings.
- Display will be for a period of three months. Work cannot be re-hung in the gallery for a period of three months. It is to your advantage that you rotate your work.
- Artists are requested to exhibit only original works. However, any exhibited work that is a copy of others work must be clearly labeled on the face of the work with the original artist's name. (Example-Monet, etc.)
- Unframed originals and prints may be displayed in bins, provided you hang original work in the Gallery.
- All works must be for sale unless it is an educational display arranged by the gallery committee.
- All work must be inventoried. Fill out the form at the front desk and leave artwork with the Gallery Director.

**Prints-** Framed prints will not be hung in the main Gallery. Unframed prints may be displayed/sold as bin work.

- All prints must be clearly marked as such on the price card. Also, prints generated by a personal computer and printer must be specified on the card.
- All bin work must be protected by plastic or acetate.
- We suggest that you rotate your bin work when other artwork is rotated.
- Keep your work updated and fresh.

**Commission-** The Florence Thomas Art School Gallery will retain a commission of 25% from the sale of all works sold.

- You are responsible for paying commission to the Gallery for any work that is accepted as a direct referral from the gallery. (Example-You were called by the gallery manager, volunteer or customer and agreed to paint a mural, make a craft, or sell work that has been previously displayed in the Gallery.)

**Handcrafts-** Three articles of each craft must be submitted to the screening committee. Each type of work must be separately juried. (Example- An Artist accepted for paintings, must also have their baskets juried.)

- The number of craft items is limited as space allows. (Generally, no more than 20 of any one item.)
- Rotate crafts that are not selling well. No “shelf worn” crafts will be allowed.
- We encourage seasonal items, but they must be picked up when holidays are over.
- All items must be entered in the POS system. Fill out the inventory form and leave for entry & display.
- All work will be displayed at the discretion of the Gallery Committee.
- The Gallery Committee will encourage and promote the acceptance of only the highest quality of crafts.

The Gallery requests a biography of each artist and craftsperson. These are placed in a notebook for our volunteers & customers. They are interested knowing more about you.

Florence Thomas Art School will not be responsible for damage, loss or defacing of any exhibited works. All care will be taken with works and a security system is in operation when the gallery is closed. All works left at the gallery for 60 days after requested removal, or left with lack of contact information will become the property of the gallery.

Please keep this copy for your reference.