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## The Florence Thomas Art School

### Jurying Process and Standards

The Florence Thomas Art School is a juried Gallery. We encourage and promote the acceptance of only the highest quality Fine Art and Artisan Crafts.

Fine Arts and Artisan Crafts should be the original creation of the artist and professional in appearance. Work created from kits is not acceptable. Preference will be given to products containing the highest percentages of handmade components. All work submitted must be in compliance with copyright law.

Artists are required to jury for each medium they wish to display. For example, painters would need to re-jury if they wanted to display their photography.

Three articles of each medium (art or craft) must be submitted for consideration by the jury. You may submit more than one medium for consideration.

Fine Arts and Artisan Craft categories include (but are not limited to) painting, printmaking, photography, pottery, glass, metal, jewelry, fiber (wearable and nonwearable), sculpture, mixed media, woodworking, and writing. Please contact the Gallery Director if your work does not fit neatly into any of these categories or if you would like further guidance on what works are admissible.

The jury committee is composed of artists and potential exhibitors must receive a majority vote for acceptance.

We jury quarterly (January/April/July/October), with the deadline being the second Friday of the month (January/April/July/October).

You will be notified via email within two weeks of your acceptance or deferral. If the artwork is not accepted for showing in the Gallery, you are encouraged to resubmit for another jurying in the future, and you also will have the opportunity to participate in other Florence Thomas Art School shows and events.

Initials \_\_\_\_\_

## The Florence Thomas Art School and Gallery Exhibitor Rules

Exhibitors must have a signed Exhibitor Agreement and Release Form on file.

The Gallery requests a biography of each artist and craftsperson. These are made available to the public. Our patrons are interested in knowing about you.

Checks for work sold at Florence Thomas Art School will be issued at the beginning of each month. The check amount must exceed \$10. If the amount does not exceed \$10, the commission will be held until it meets the minimum.

All exhibitors must be at least 18 years of age (unless participating in a student exhibit). Florence Thomas Art School will retain a commission of 35% from all sales.

All work must be original artwork created by the member artist. FTAS strictly prohibits works deemed obscene, racist, violent or offensive. The Gallery Director reserves the right to refuse any work found unsuitable for display at FTAS.

- All works must be for sale unless they are part of a monthly exhibition arranged by the Gallery Committee.
- All work must be entered in the inventory system before being put on display. Securely attach a label to the back of each item that includes name, title, description and price. Inventory forms are available at the front desk. Fill out the form completely and legibly, and list all items with information requested. Leave the form and artwork with the front desk volunteer.
- Artists and craftsmen may supply their own display props. Please mark them clearly with your name.

### Rules for 3D Artists (jewelry, pottery, etc.)

- Rotate art/crafts every six months. Items that are not selling well should be removed and replaced with new inventory. No "shelf worn" crafts will be allowed. Items that have been in the Gallery for longer than a year will be removed automatically.
- We encourage seasonal items, but they must be picked up when the holiday is over.

### Rules for 2D Artists (paintings, photographs, and other framed work)

Artists may bring in smaller pieces suitable for table displays, limited to three (3) pieces. All work is hung at the discretion of the Gallery Director. 2D consignment artists are not guaranteed wall space during larger monthly exhibitions.

- Paintings must be framed or painted on gallery-wrap canvas.

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- No work will be accepted in damaged frames, dirty mats, or with a raw edge or staples showing on the sides. All pieces must be ready to hang. Use only wire hangers on the back of all paintings. String is not acceptable. Do not back your art with tape, as presentation is important.
- 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 to rotate your work.
- Unframed originals and prints may not be hung in the Gallery but may be displayed and sold as bin work.
  - All prints must be clearly labeled as such with a label securely attached. Prints generated by a personal computer and printer must be specified on the label. The label must also include your name, item description and price.
  - All bin work must be protected by plastic or acetate.
  - Bin work should be rotated every three months. It is important to keep your work updated and fresh.

## Bringing in New Work

Work should be dropped off at the front desk, labeled and wrapped for its own protection. Please take your wrapping home on the day of drop-off if you would like it back.

Fill out your inventory sheet with the Gallery Director, and ask if you have any work to be picked up. If you are unable to pick up your work in a timely manner, please make arrangements with the Gallery Director.

Label each item with your name, item description and price. Inventory forms are available at the front desk.

All work must be in the inventory system before being put on display. Deadlines for submissions for Gallery rehangs will be strictly enforced.

- Each 2D artist is limited to two (2) framed pieces per rehang.
- The number of 3D items is limited as space allows. (Generally no more than 15 of any one type of item—ex. 15 pieces of pottery, 15 pieces of jewelry, etc.).
- No new work will be accepted during the week of Gallery Crawls.

## Gallery Etiquette

We strive to showcase the finest arts and fine crafts. As an artist member, you are a representative of FTAS and expected to be mindful of gallery rules and procedures.

You are encouraged to pay a commission to FTAS for any work that is accepted as a direct referral from the gallery. (Example—You are contacted by or through FTAS and you accept a commission to paint a mural, make a craft, or sell work that has previously been displayed in the Gallery.)

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Respect your fellow artists, and address any issues or concerns with the Gallery Director—not on social media such as Facebook, Twitter, etc.

Storage space is limited, so please be diligent in rotating and removing your work.

*Florence Thomas Art School will not be responsible for damage, loss or defacing of any exhibited works. All work left at the Gallery after a request for removal will become the property of the Gallery after 60 days to be disposed of at its discretion.*

*Florence Thomas Art School reserves the right to photograph works on display for publicity, education, and archival purposes.*

*The Gallery Director, assisted by member of the Gallery Committee, will conduct periodic reviews of work on display in the Gallery. Florence Thomas Art School reserves the right to refuse any artwork or to request its removal.*

Initials \_\_\_\_\_

**Exhibitor Agreement/ Release**

Exhibitor's Name \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Type of art/craft \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

This application must be completed and signed by every exhibitor before any work can be displayed in the Gallery. *The signed application signifies the exhibitor's agreement to the conditions as stated in the Exhibitor Rules.*

**MANDATORY**—Include a short resume or bio that includes any information regarding your work that makes it unusual or that you feel we need to know. This helps the staff and volunteers explain the special or unusual qualities of your work. Include a photo if possible. Sometimes a bio will help sell your work!

**My signature below signifies that I agree to the following conditions of Florence Thomas Art School (FTAS):**

1. I will not hold FTAS, its staff or volunteers financially or legally responsible in any way for damage, defacement or loss of my works. The Gallery shall make every effort to safeguard the exhibited works. \_\_\_\_\_ (Initial to indicate your understanding and agreement.)
2. The Gallery will retain a commission of **35%** of the sales price to help defray the cost of Gallery operation. \_\_\_\_\_ (Initial to indicate your understanding and agreement.)
3. The exhibit period shall be three months for 2D works or six months for 3D works unless mutually agreeable arrangements are made between the Gallery Director and artist. After the exhibit period, I agree to pick up any unsold pieces and replace them with new pieces that haven't been exhibited at FTAS previously. \_\_\_\_\_ (Initial to indicate your understanding and agreement.)
4. I will attach a Gallery Inventory Sheet, providing all requested information, which must include: Item Title/Description, Media, Price and Quantity. All of my items will be tagged and packaged as specified.
5. I have received a copy of Exhibitor Rules and agree to abide by them.

\_\_\_\_\_ ***I am interested in volunteering. Please contact me to discuss volunteer opportunities.***

Date: \_\_\_\_\_ Signature: \_\_\_\_\_