

VISUAL ARTS CLUB AND PHOTOGRAPHY SIG EXHIBIT POLICIES 2007

1. In exchange for the Visual Arts Club (VAC) and its agents hanging and displaying a member's art work, the VAC, its officers and the entities where art work is displayed are held harmless and are not liable for any loss, damages, injuries to others or theft of art work in any or all of the exhibitions sponsored by the VAC.
2. The VAC's policy is to deduct taxes and a 10% commission, from the sales of a member's work, **then a check will be given to the artist.**
3. All art work submitted for hanging in an exhibit must be properly framed, or have finished painted edges. All art must be securely wired across the back of the piece. Art which does not meet these requirements will not be hung.
4. Artists submitting work for exhibit must sign the registration sheet in the Permanent Exhibitions Book with the artist's name, title of the work, medium and price. Works not for sale must be noted NFS. Each work must be identified permanently on the back of the work. Art which does not meet these requirements will not be hung.
5. Artists are expected to leave their work for the duration of the show. **Artists may not remove their work from the exhibit space.** It is the sole responsibility of the Exhibit Committee Chair to remove art work from the exhibit. If an artist can not be at the studio on change-out days, he/she must arrange for someone to pick up art work from the studio or from the exhibit. The removal of art must be arranged prior to the change-out day and with the approval of the Committee Chair.
6. When art is sold, the VAC Treasurer and the Exhibit Committee Chair must be notified of the sale. The check for the art must be made out to the VAC and given to the Treasurer. Following this transaction, the art work will be given to the buyer. If it is during a show such as Meet the Artist, Open House, or the Competition/Exhibition the art work will stay for the duration of the show. A sold sign will be placed on the work until the show comes down. **The only exception to this rule (with the permission of the artist) will be for out of town buyers, or patrons who insists on taking the work immediately, then he/she may take it at the end of the day.** The artist whose work was sold will be given first opportunity to replace the sold work with a new piece or if it is a photo, they may replace it with a copy of the sold piece. The sign-up sheet for that exhibit must be updated to record both the sale and the replacement work. All exhibit lists will be kept in the Permanent Exhibitions Record Book.
7. There is no time frame for how long ago the work was completed. Work may be rotated to different locations for exhibits but not repeated in the same location. The Exhibit Committee Chair makes final decisions regarding displayed art works. **The only Exceptions** to repeated hanging of the art work will be for Fall Exhibition/Competition and Featured Artist.

8. Artists and photographers who exhibit in any VAC exhibit **must** volunteer for studio monitor duty during the time when their work is exhibited. **Exceptions will be made for medical reasons.**

9. The studio will be closed during hangings. Members should be aware that on a few occasions, the hanging may take place on an open studio day.

10. Work hung will be limited to 3 pieces of art work per artist at each location. The committee may choose to hang less than the 3 pieces due to limited wall space. If that happens, you will be notified to pick up your work. Artists will find their unclaimed art back by the studio library.

11. There will be no individual tables set up to sell personal work at shows unless approved by the Board of Directors before the show.

Board of Directors, 2007

Updated 6/11/07 SD