

POLICY AND PROCEDURE FOR GALLERY SHOWS

All Exhibitors must have a current membership!

Consignment sheets are enclosed and they are to be brought to the gallery either the day before your work is hung or at 11am on show change day. All works of art are to be legibly printed; listed by number, name of artist, title, medium and price. It would be most helpful if this information also appeared on the back of each piece. The numbered stickers will be applied when the artwork is brought in to the gallery as they have a tendency to fall off. **The consignment sheets must be at the gallery in time for the arrival of the artwork.**

All **artwork** must be framed, or suitably prepared for public presentation. Frames and matting must be in good condition. Appropriate hardware and wires are required. Clip framing and any work not properly prepared for display, will not be hung. Unframed canvasses with staples showing on the sides will not be hung. If too many articles are brought to the gallery and it is decided that attempting to show all the works would be detrimental to the overall display, artists will be asked to retrieve overflow pieces.

. A **press release** of a least $\frac{3}{4}$ of a page length plus 6 photographs must be emailed directly to the website manager at pearlellisgallery@shaw.ca . Make certain to include reception/ meet and greet date and title of show if you have one.

Posters will be made be available for pick up on _____. It is your responsibility to have them hung in the designated locations on _____.

75% of the work on display must be for sale. The Gallery will receipt sales, and payout the artist within three weeks of the end of the show, retaining a 30% commission. All artists exhibiting are required to be a member of the Pearl Ellis Gallery. **Artwork is not to be removed** before 4pm on the last day of the show. . When the show is over please initial beside your work on the master Consignment Sheet when taking it from the gallery.

It is now policy to have the exhibiting artist(s) in attendance as much as possible. . Remember the best host for your show is yourself! With groups it is expected that one member of the group will be in attendance for each day of the show. Guest artists **are not** expected to do the book work, open the gallery or put out the signs but as everyone is a volunteer the guest artist can help out whenever possible. They are encouraged to bring artwork along and use the time to paint as the public is fascinated by it. Please bring a drop sheet for the rug.

We request that you have a reception in conjunction with your art show or a meet and greet. These do not have to be elaborate. The gallery can provide a table, table cloth, coffee urn and punch bowl. The artist supplies the napkins, food, coffee, cream and sugar, cups and glasses plus punch ingredients. At the end of the day, the artist or group must conduct the clean up of the gallery which includes vacuuming. Please note that if alcoholic beverages are to be served, you will have to make arrangements regarding the serving of same. Details are available at your local B.C. Liquor Store.

While the Association has some insurance covering liability and building damage, it cannot assume any responsibility for the loss or damage to items displayed or left at the Gallery.

I have read this statement of policy and procedure and accept the terms thereof.

Signature _____

Date _____