

## **Woodlands Art League Gallery Market Street Guidelines for Gallery Exhibition**

Drop-Off/Pick-Up: On Sunday and Monday of rotation dates, 2:00 to 5:00 PM

Gallery Hours: Sunday 12:00 to 6:00 PM, Monday thru Saturday 11:00 AM to 8:00 PM

Shifts will be 12:00 to 3:00 PM and 3:00 to 6:00 PM on Sundays. Shifts Monday thru Saturday will be 11:00 to 2:00, 2:00 to 5:00 and 5:00 to 8:00 PM. All shifts will be covered by 2 people except when a class is going on. At that time there will be one volunteer on the shift. If class starts before 11:00 AM then someone will open Gallery for the class and volunteer shift will start at 11:00 AM. If classes go beyond 8:00 PM the Gallery will be closed to the public and the volunteer will be able to exit through back door.

All Items for submission in a gallery special exhibition will follow the general guidelines for art works in a regular exhibition. This means:

- No wet work will be accepted
- Frames must be suitable for painting and ready to hang with wire.
- Art under glass may use glass or Plexi-glass to reduce weight for safety reasons.
- Unframed gallery-wrapped canvases should be painted on edges and hung with wire.
- All items should be tagged on the back with the artist's name, Phone number and media. Items will be tagged with a 2<sup>nd</sup> tag on front of art piece to identify during hanging process.
- All work must be original art. **COPY WRITTEN ART IS NOT ACCEPTABLE.**
- Giclee Work will not be accepted.
- Subject matter should be acceptable as family friendly.
- Must be member of Woodlands Art League to participate.

The Woodlands Art League assumes no responsibility for any items placed on display or stored after the scheduled pick-up date, including but not limited to damage, theft or loss. A \$2.00 per/day will be charged for leaving art after change out days.

The Woodlands Art League reserves the right to decline pieces due to space availability, size constrictions and safety considerations.

The Woodlands Art League Gallery Director and Gallery Committee will be responsible for determining appropriateness of all work submitted for hanging or display. Their selections are final. Artists are asked to honor and respect the process of display in our gallery.

Artists may submit up to two (2) items for display with a maximum size of 36" each. Larger items will be considered on a space available basis. If any works are refused due to space limitations, the artists will be contacted to claim those works.

**The Woodlands Art League will accept a 25% donation for any sales of works sold through the gallery and on any commission obtained through gallery.** Students high school and below will have no donation. In addition WAL will accept a donation of ten dollars (\$10.00) per piece exhibited which validates entry for these works for one month period. Also, space on the gallery moveable stands will be available as follows: Large Shelf (\$20.00), Eight hook hangers for (\$10.00), and Two Acrylic Boxes for (\$10.00). Sales tax will be charged when work is sold. **ALL ARTISTS EXHIBITING ART ARE REQUIRED TO WORK 2 SHIFTS OF 3 HOURS PER HANGING PERIOD. IT IS THE RESPONSIBILITY OF ARTIST TO FIND A SUBSTITUTE IF UNABLE TO WORK.**

For special exhibitions WAL membership may not be required for artists displaying their work with prior arrangement with the gallery staff or WAL Director. Some fees may however be applied with prior agreement and notice. **Once work is up and on display the artist cannot take it down to sell outside the gallery unless the gallery is paid the 25% Donation upon taking artwork down..**

Members will have access to the gallery at drop-off, during normal operation hours and pick-up times. Art may not be removed from session for any reason except for a WAL or LSAG sanctioned show.

Additionally, the gallery can be made available at hours other than normal operating by arrangement with the gallery staff or WAL Director.

By: WAL Board of Directors, 1/ 2011