

These rules and regulations are meant to serve the artist in the best possible way. Please review the entire document and return the last page signed before your exhibition. We want this experience to be a fruitful and enjoyable one for the artist, so please feel free to share any concerns or questions you have with the 2019 Gallery Curator, Sunni Zemblowski.

GALLERY STANDARD CATEGORIES AND REQUIREMENTS

All works must be labeled on the back with artist's name, artist's phone number, title of work, media, and identification number or reference information corresponding with the consent form, using a tie-on tag or label that will not fall off. Jewelry and other items can be labeled with tags provided by the artist. Excessively fragile works and very heavy objects requiring special handling may be entered subject to approval of the Gallery Curator.

The following must be properly framed and/or matted for the protection of the work and safe handling. Paintings can be gallery wrapped, but the edges must be treated in some matter. Oil paintings must be dry. All work must have a hook or wire for hanging. Wires should be attached at approximately one third the work's height from the top of the frame.

- PAINTINGS:** Watercolor, acrylic, oil, pastels, mixed media, gouache, casein, tempera
DRAWINGS: An image or mark made through the use of materials such as graphite, ink, or charcoal
COLLAGE: Work containing materials from print material, found objects, and paint that are then adhered to a flat surface
PRINTMAKING: Lithograph, etching, engraving, woodcut, screen-print
PHOTOGRAPHY: Color or black and white
PRINTS: Reproduction
NEW MEDIA: The work is the creation of an original or the manipulation of an image through digital techniques and software

The following must be of sound construction and stable when placed on a pedestal or table. If work was created to display on the wall, the work must have an appropriate hooking/hanging system.

- SCULPTURE:** 3D object created with materials such as metal, wood, clay, stone, bronze or glass
CERAMICS: Pottery/works made from clay
TEXTILES: Batik, felted wool, fiber made by hand or hand-decorated
JEWELRY: Hand-made items designed to be worn

The following needs to be discussed with the Gallery Curator to discuss custom installation methods.

- VIDEO:** Work comprised of visual or audio content created with cameras
INSTALLATION: Work made of 2D or 3D objects arranged in a specific manner

TERMS

ELIGIBILITY

Only original works may be submitted. This means that the subject of the entry must be a concept entirely developed by the submitting artist and executed by their own hand. Entries determined to be duplications will be excluded from the exhibition (with no return of the entry fee, if any). All artwork must be titled. Work shown at the Huss Foundation's Artists' Gallery is at the discretion of the Gallery Curator and the Board of the Huss Foundation, and unacceptable work may be removed or not exhibited.

IMAGES

For publicity purposes, each artist should submit AT LEAST ONE DIGITAL IMAGE (up to three images) of each work. Images should be in JPEG format. For three-dimensional art, each image may be used to present a different view of the object in space. For two-dimensional art, the first image must be a full, frontal view, while the other two may be details of the work. The artist grants the Huss Foundation permission to use these images for promotion on Facebook, Instagram, and other social media and the Huss Foundation website. Other interested parties may photograph work while it is in the gallery for promotional purposes. This may include newspapers, writers, bloggers, magazines etc. Members of the public may also post pictures of the artwork through their social media channels as they visit the Huss Foundation's Artists' Gallery as a destination point. Artists grant this permission through signing the Artist's Consent Form.

NUMBER OF WORKS

Please list all works submitted to the Huss Foundation on the Artist's Consent Form. The maximum number of works will vary from show to show and be listed in any Call for Art. The Huss Foundation may not always be able to accommodate all accepted works due to space limitations.

LIABILITY AND INSURANCE

The Gallery Curator and volunteers will take every precaution to make sure that works are not damaged. The Huss Foundation will not be responsible for loss or damage to artworks, including frames and mountings, no matter how they are caused, and all works are submitted to the gallery subject to this condition. However, it is suggested that artists insure work privately if they feel the need for such protection.

SELLING WORK

Artwork may be priced for sale or Not for Sale (NFS), but The Huss Foundation's Artists' Gallery nor the Gallery Curator will not be responsible for the sale of such work. Artists wishing to sell work must supply the Gallery Curator with appropriate contact information which will be passed on to any potential buyer and resulting sale is the sole responsibility of the artist. Artwork may not be removed until the end of the exhibition.

PUBLICITY

The Huss Foundation reserves the right to photograph any work in the exhibition for educational, catalog, internet or publicity purposes. See IMAGES for more information.

ART GALLERY EXHIBITION GUIDELINES

The following guidelines are set forth to clarify the responsibilities of the Gallery Curator and the Artist.

THE GALLERY CURATOR WILL PROVIDE:

- We will provide labels for work and show list
- Installation and de-installation assistance
- A ladder, hammers, and nails
- Maintenance of the gallery including lights, floors, walls, etc.
- Secure storage space for work between the "drop off" date and the "de-installation" day.
- Assistance with developing promotional material
- Promotion via social media
- A final walk through after the show to ensure it has returned to prior condition

THE GALLERY CURATOR WILL NOT PROVIDE:

- Secure storage space for work before the "drop off" date or after the "de-installation" day.
 - o Please make arrangements for someone else to deliver/remove if you are unable to be here personally. Items not picked up on the "de-installation" day will be subject to a storage fee of \$3 per day. Any exceptions must be approved by the Gallery Curator.
- Insurance for work placed in the Gallery
- Any individual promotional materials – cards, invitations, etc. – and postage for said materials
- Shipping costs or handling
- Framing supplies
- Refreshments (with exception of First Friday openings, in which the Huss Foundation usually serves hot dogs and beer).

THE ARTIST'S RESPONSIBILITIES INCLUDE:

- To deliver work that is completely ready to be installed (see page 1 for more details)
- To promptly deliver and hang work so as not to delay the opening schedule
- To be present and help with the installation and de-installation of artwork
 - o If Artist is unable to be present for either event, they must provide a local Exhibit Coordinator, or a agent who will cover these duties for the Artist.
- To promptly remove all work on the de-installation date (see above for more info)
- To assume financial liability for any damage to the facility occurring as a direct result of the installation
- To assume responsibility for the return of pedestals and cleanup of debris left after dismantling the show
- To provide any publicity materials (cards, invitations, posters, announcements, etc.)

PROCEDURE FOR INSTALLING/REMOVING EXHIBITS

The Gallery Curator is responsible for assisting in the installation of shows. A rough schedule detailing the responsibilities of an exhibitor in the Huss Foundation's Artists' Gallery follows:

APPROXIMATELY SIX WEEKS PRIOR TO THE SHOW DATE

Contact the Gallery Curator to discuss work, goals of exhibition, and dates. Consider whether an announcement will be created. Typically the promotions made are: a) flyer (8.5 x 11), b) a FB event banner (851 px x 315 px), and c) a version of the flyer formatted for Instagram (square or 4:3 ratio).

TWO TO THREE WEEKS BEFORE THE OPENING DATE

Contact the Gallery Curator to discuss the schedule for installation. Generally, all shows come down on a Tuesday afternoon (from 3:30 p.m. to 6:30 p.m.) and a new show is hung on a Saturday morning (from 10:00 a.m. to 1:00 p.m.). Opening receptions are typically scheduled during First Fridays (5:00 p.m. to 8:00 p.m.). Let the Gallery Curator know if any pedestals or other furniture or media equipment will be needed. If announcements will be sent, they should be mailed out during this time. If local news sources need to be notified of the event, contact them at this time. A FB event will be made via the Huss Foundation and the artist will be added as the co-host to enable them to edit and promote the event.

ONE WEEK BEFORE THE SHOW

Contact the Gallery Curator and confirm all details for the exhibition. Arrange a time to meet at the Huss Foundation on a Tuesday afternoon or a Saturday morning to begin installation. Works must be delivered to the Huss Foundation's Artists' Gallery ready for hanging. If extraordinary circumstances prevail, arrangements must be made and approved by the Gallery Curator.

THE DAY OF THE SHOW

While artist are not required to attend their own opening, it is encouraged. Any selling of work must be handled by the artist or the artist's Exhibition Coordinator.

DE-INSTALLATION

Exhibitors are responsible for leaving the Huss Foundation's Artists' Gallery in the shape in which they found it. The Gallery Curator will be responsible for the exhibitor's final checkout and will enforce that the gallery be left in a reasonable state.

Please be advised that the Huss Foundation and the Gallery Curator reserves the right to make any changes in any of the above information and accepts no responsibility for undue inconvenience inadvertently caused by such changes or any error contained herein. For more information or if you have any questions please contact Sunni Zemblowski at 229-234-1219 or szemblowski@gmail.com.

Agreement to exhibit in the Huss Foundation's Artists' Gallery implies acceptance of these responsibilities.

ARTIST CONSENT FORM

First Name Last Name Email

Address City State Zip

Phone Number Allow Texting?
(xxx-xxx-xxxx) Yes No

If local media are interested in an interview or photo,
may they contact you directly?
 Yes No

I, _____, have read the Huss Foundation's Artists' Gallery's Rules and Regulations,
and I agree with the terms outlined.

Signature Date

ART LIST

Please fill out the following as well as attaching the information tags (next page) to the back of each work.

	Title	Item Code/ Inventory #	Category & Media	Size (H)	Size (W)	Size (D)	Price	Quantity
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

Artist's Name: _____
Phone #: _____
Title: _____
Media: _____
Size: _____
Year: _____
ID/Reference: _____

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