

GUIDELINES FOR PREPARING ART WORK FOR DISPLAY

Art Work

Must be completed. Presentation is very important. We will take pride in displaying your work so we ask that you please take pride in finishing it. The work to display should also be an original. If a reproduction or print is submitted, please indicate that clearly. The work should be done within the last 3 years. The subject matter should be clean, attractive and appropriate.*

Must be clearly identified. You may sign and name the piece on the front if you like. We ask that you also put a business card and/or printed tag on the back communicating information on your business, your name, contact info (mailing address, email address, home and/or cell phone number, or all of the above), the name of the piece, medium, size and price if for sale. If it's not for sale, please indicate that clearly on the tag.

Must be in a frame. The frame should be solid in structure and not scratched, dented or repaired. There also must be glass in the frame over the art work and it should be clean on the inside as well as the outside.

Frame

Must be ready to hang. Please use wire that is strong, unbroken and securely fastened to proper eye-hook screws or soldered loops. Art work that is delivered with saw tooth hooks will not be accepted. A painting on stretched canvas does not need to be framed IF the sides of the canvas are nicely finished as part of the entire painting. Please be sure that no staples are visible.

Mat

The mat should extend at least 1/8 " over the edges of the artwork unless the art is floated. The margins of the mat should be the same on the top and sides but slightly more on the bottom to compensate for an optical illusion.

Mats and Frames

Choose mats and frames that compliment your art. Keep it simple. A conservative white or ivory mat is often a better choice than a colored mat. Think of the scale and character of your art when you select a frame. Visit a gallery and study the mats and frames selected by professional artists. You can also pay attention to television shows and movies set's props.

Eligibility

Artists must be members of the Kenosha Art Association and 18 years of age or older. Artist members may be from Wisconsin or Illinois.

Submissions

The number of pieces an artist may submit for each show/exhibit will vary and will be indicated in the flyer or other announcement as well as be written into the newsletter.

Drop Off and Pick Up Dates, Times and Locations

Drop off and pick up dates and times will vary for each location. Flyers and other announcements of shows and new exhibit opportunities will contain the information as well as it being written into the newsletter.

Receipt

When dropping off your piece (s), be prepared to fill out the receipt and take your copy. It is how we capture the information necessary to label each piece for the display. The receipt asks for Artist's name, title of the piece, price/insurance value, gallery sitting date, phone number, medium, for sale or not for sale and lines to put dates art was checked in and checked out.

Gallery Sitting

Also, please take the time to sign up for one of the shifts of gallery sitting during a performance. Remember . . . you get to see the show for free, you can bring a guest and you'll earn Volunteer Bucks.

Possession

Please be prepared to leave the piece (s) hanging for the entire time of the exhibit. If for some reason you need to remove the piece, this may only be done with the delivery of another piece of a similar size and shape so as not to have a hole or disruption in the exhibit. Pieces that are sold, will be marked as SOLD and left hanging until the exhibit is over. If the buyer should wish to take the piece immediately, it will be the responsibility of the KAA to shift around the pieces to fill the vacancy.

Liability

Artwork is insured on the KAA's business insurance policy as long as it hangs in the 5615 7th Ave gallery, the Spotlight Gallery at the Rhode and all the other venues where your art work will be displayed on behalf of the Kenosha Art Association. There are no commissions charged to the artists on sales made in the different venues.

* Kenosha Art Association has the right to refuse to display any art work that is too religious, political, gory, pornographic or not properly completed or framed.