

GALLERY SHOWS POLICY AND PROCEDURES

All Exhibitors must have a current membership! All artists exhibiting are required to be a member of the Pearl Ellis Gallery and must comply with the policies of the Society.

Consignments sheets and labels for the art work are prepared in advance. We must receive the information about each artist's entries a minimum of two weeks prior to the show being hung. The show's coordinator for your group, must gather this information then forward it by email to: *Pegconsignments@gmail.com*. The consignment sheet and the labels will be made according to this information so it is very important to make certain the spelling is correct. This information is the title, medium, price and name of the artist.

Each member is also asked to complete a consignment sheet for their art cards (number of cards in each price range) and hand in when they bring their art work to the gallery for hanging.

The Gallery hangs your work for you. The artists are not part of the hanging process but are expected to indicate pieces that must be hung together (e.g., diptychs) and identify work that is themed.

The artwork must not have been shown at the Pearl Ellis before (some exceptions can be made but must be discussed with coordinator). All work for the walls must be the original.

All artwork must be framed, or suitably prepared for public presentation. All Artwork must be prepared for hanging by a wire at the back. Frames and matting must be in good condition. 90% of the work on display must be for sale. The following are unacceptable:

- any work not properly prepared for display
- clip framing
- unframed canvasses with staples showing on the sides
- wet paintings

Late entries will not be accepted. 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. Final decisions will be left to the Gallery Coordinator.

A press release of a least $\frac{3}{4}$ of a page in length plus 6 photographs of work that will be in your show, must be emailed directly to pearlellisgallery@shaw.ca by the due date. Make certain to include the reception/meet and greet date and the title for your show. If you are having a draw, you must discuss this with the Coordinator and this information should be in the press release. The gallery will provide entry forms. The exhibitor's letter has the due dates listed that need to be followed. The Pearl Ellis Gallery submits the press release to the newspapers - the artist does not do this.

Posters will be made by the gallery and will be available for pick up on the date the artwork is delivered. It is your responsibility to have them hung in the designated locations.

The Gallery will receipt sales and mail a cheque to the artist within four weeks of the end of the show, retaining a 30% commission. A show fee is collected to assist in funding the gallery promotions. This is not rent.

Artwork is not to be removed before the end of the show. Show change day is on Monday when the gallery is closed to the public. When the show is over please initial beside your work on the master Consignment sheet, when taking it from the gallery.

It is policy to have the exhibiting artist(s) in attendance whenever possible. With groups it is suggested that one member of the group will be in attendance for each day of the show. Guest artists are not expected to do the bookwork, open the gallery or put out the sign; but as everyone is a volunteer, the guest artist may help out. It is preferred that Guest artists bring artwork along and use the time to work on their art, provided the medium is odour free. Please bring a drop sheet for the floor. The area for the guest artist to work is in front of the window facing the street at the end of the gallery.

Receptions/Meet and Greets

We require that you have a reception in conjunction with your art show or a meet and greet. Receptions may be held on the first Saturday or Sunday of your show or can be held on a Thursday evening from 7 to 9 pm. Receptions do not have to be elaborate. The gallery will provide a card table or a large table, tablecloth, coffee urn and punch bowl. The artist supplies the napkins, food, coffee, cream and sugar, cups and glasses plus punch ingredients.

Other Notes:

No liquor is allowed.

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.

Groups must make certain that all artwork is picked up at the end of a show. Any work left behind must be taken by someone from the group and not left at the gallery. The gallery does not have storage or staff to handle unclaimed work.

Everyone taking part in the show must read and accept the policy and procedures.

Updated: February 2018