

2013 EBAG Display Policies for Exhibitions

Hanging/display policies have been established by the Board, for both storefront and non-storefront exhibits. The separation of policy was necessitated by differences in the characteristics between the two types of exhibits. Non-storefront exhibits typically take place at galleries and other venues not operated/managed by East Bay Artists Guild (EBAG). Storefront displays, though operated by EBAG, utilize window space in vacant commercial buildings owned, and made available to EBAG, by other owners/developers. Storefront exhibits are open to general public view, while non-storefront exhibits may have a more controlled audience and additional display criteria per exhibit. The EBAG Board has the authority and discretion to establish art selection criteria for all display venues. If an exhibit has limited space available, the Board may establish, with or without exhibition space management participation and consent, juried selection criteria. If exhibition space is extensive and may accommodate many numbers of artworks, the Board still has full discretion to make art exhibit selections. Selection criteria may include but is not limited to subject matter, size, dimension, works that depict nudity, violence or frightening images, religious or political subjects and improperly framed or unfinished canvas edges.

Exhibition Policies common to ALL displays:

1. All wall artwork must be hung with picture hanging wire of adequate strength to support the weight of the art. This wire must be firmly attached to the art with sturdy hanging hardware. No saw-tooth brackets will be allowed.
2. If glazing is required, Plexiglas must be used on any piece with dimensions of 24 x 30 inches or larger.
3. Membership Dues: Your membership dues must be up-to-date in order for you to display your art at any EBAG exhibition. NEW MEMBERS are reminded to submit dues early!
4. If you are not able to collect your art during the pick up window assigned at the end of a show, you must pre-arrange with someone to pick up your items for you and email this information to eastbayartistsguild@yahoo.com at least one week in advance. It is at the Board's discretion to establish a holding fee for any items not picked up by the artist or the artist's designee after each exhibit.

Exhibition Policies for NON-Storefront exhibits:

1. EBAG will follow those standards and policies established by the particular venue at which EBAG art is being displayed. This includes any hanging requirements or art content limitations.
2. A timely memo will be transmitted to EBAG members clearly defining the established policies and procedures for each particular art exhibit.
3. Each displaying artist will be charged an EBAG entry fee, to be determined for each exhibit.
4. A commission of 10% of sales price will be paid to EBAG for any work sold as a result of its display in an EBAG-promoted exhibit.
5. Email communications for non-storefront exhibits will come from eastbayartistsguild@yahoo.com; please take measures to keep these out of your spam folder.

Exhibition Policies and Procedures for STOREFRONT Exhibits:

Current store window location in Downtown Pleasant Hill: 55 Crescent Drive, located three doors to the left of the movie theater (across from the parking structure).

Priority Schedule: Artist selection for any given storefront window exhibition will be established by the following priorities:

- Priority 1 will be given to new members and those members who were precluded from showing at the previous show.
- Priority 2 will be given to past and present Board members and Committee Chairpersons.
- Priority 3 will be given to past and present members of Board-established committees.
- Priority 4 will be given to remaining members.

Liability Waiver: All displaying artists are required to sign EBAG's Liability Waiver before they can participate in the storefront window exhibit. This waiver protects not only EBAG, but also the store owner and his/her representative.

Display Panels: Each displaying artist is required to hang art on EBAG-provided display panels. Use only the pegboard hooks provided by EBAG. The panels are 30" wide and 75" tall. We will do our best to accommodate oversized pieces.

Exhibition Fee: EBAG reserves the right to establish a display fee for each displaying artist.

Exhibition Sales: Each displaying artist shall be responsible for their own sales. As part of the exhibition agreement, 10% of all sales must be paid to EBAG. EBAG's address is PO Box 23305, Pleasant Hill CA 94523-0305.

Exhibit Set-up Time: Each exhibit runs approximately 8 weeks. All displays go up from 10-11 a.m. on display change day. Sign-up and reminder emails are handled during the week before the change. The emails come from eastbayartistsguild@yahoo.com; please take measures to keep these out of your spam folder.

Price Tag (template): All artwork must have EBAG's standard price tag attached. Items without an EBAG price tag will not be displayed.

⇒ Please visit <http://eastbayartistsguild.org> to download EBAG's standard price tag template. Once you have the standard template, you can type in your name, email address and/or phone number, title of work, media, and price, print out your price tags on your printer, and bring them along with your artwork to the show. If artwork is not for sale, list "For display only".

⇒ EBAG's standard price tag should be attached to each artwork (NOT attached to the panel). No putty or masking tape should ever be put on a panel. Please bring your own masking tape to attach your price tags to your art.

Contact Plaque: Each artist must have a contact plaque displayed with his/her art on the display panel (a framed 8 1/2"x 11" sheet of paper which provides the artist's name and contact information).

⇒ If you are displaying your work for the first time, and need a contact plaque, email eastbayartistsguild@yahoo.com. We will print your contact sheet (with the information that you provide), frame it, and bring your contact plaque to the next show hanging. There is a \$10 fee, payable to EBAG, to cover the printing cost and frame, payable directly to the volunteer member making the plaque and as communicated in the relevant email.

Artwork Requirements:

⇒ The exhibition agreement with the retail center requires EBAG to exhibit 2-dimensional art in the store windows. Our 3D artists may display framed photographs of their artwork.

⇒ Although EBAG is not condoning censorship of members' art, we must impose some restrictions relative to storefront displays. All works to be exhibited must be suitable for display in a public location where children are present. This precludes works that show nudity, violence and frightening images. Although religious or political works are not prohibited as a group, care must be taken that selected works are not blatantly controversial. Such works would best be displayed at other EBAG-offered venues where diversity is desired. ---If the intake committee considers a work to possibly be unacceptable, the work shall not be displayed at that exhibit.

⇒ Framed artwork is preferred, but unframed stretched canvases are also acceptable. Gallery-wrapped (at least 1-½" edge) canvases are preferred; however, narrower canvases are acceptable with edges finished in accordance with the painting. In no case can any staples be showing.

⇒ All artwork must be hung with picture hanging wire of adequate strength to support the weight of the art. This wire must be firmly attached to the artwork with sturdy hanging hardware. No saw-tooth brackets will be allowed. Please attach the wire so that there is little slack

⇒ Any delicate work, pastel, colored pencil, pen and ink, etc. that can be smudged in the process of hanging must be covered with either Plexiglas or glass, or will not be accepted.

⇒ If glazing is required, Plexiglas must be used on any piece with dimensions of 24 x 30 inches or larger. ⇒ Storefront exhibits may be exposed to direct sunlight. It is the individual artist's responsibility to protect his/her works from sun damage.

⇒ No work shall hang over two continuous changes. We want a new show each change.

Show Sign-up List: If you are interested in participating in the upcoming storefront show, contact EBAG's Exhibitions Chairperson at eastbayartistsguild@yahoo.com.

⇒ Deadline: All members must notify eastbayartistsguild@yahoo.com no later than ONE week before the display change to be part of it. This allows us enough time to determine who will be exhibiting, to allocate panel space, and to make the necessary contact plaques.

⇒ New Members: For your first show as a new member, you have 1st priority to exhibit, and you get a full panel. When you would like to exhibit for your first time, contact eastbayartistsguild@yahoo.com before the show list cut-off date which is one week before the display change. We will not be able to guarantee a space if we do not hear from you, and you may have to wait until the following show to display your work.

If for some reason you change your mind after signing up for a show, and are no longer able to participate in it, please contact eastbayartistsguild@yahoo.com so that we can allocate your space to another member.

Show Reminder Email: We will send out a show reminder (“EBAG Crescent Exhibit”) before each new show. We are all sharing panels, so be patient and courteous to each other. We make every effort to accommodate each artist while creating a professional presentation. The emails come from eastbayartistsguild@yahoo.com; please take measures to keep these out of your spam folder. Show change dates can always be found on our website and in our monthly newsletter, which is also posted on our website for easy reference.

Take-down alert! Check Your Email Often!!! The vacant store, in which we are currently exhibiting, may become leased while we are there. Part of the agreement we have in using this space is that we vacate the storefront within 5 days’ notice of leasing. Should we receive notification that the store has been leased, you will be sent an email asking you to remove your work (any hanging fees are nonrefundable). If you cannot pick up your work, find someone who will do it for you (another member will help). We will need to respond quickly if notified, so check your email often, and watch for a take-down alert!

VOLUNTEERS: EBAG is a member-operated organization. ALL EBAG exhibitions and activities are put on by members. Member participation is encouraged and appreciated! Please consider volunteering when possible.