

The Artists' Workshop Gallery -Display Guidelines

All Artists

- On the scheduled hanging day be prepared to hang new paintings, with title cards already created. You are responsible for getting your artwork changed out. Make arrangements for someone to do them when you are not able to do so.
- Paintings are to be changed out every two months, and not hung again for a minimum of six months. Hanging months are Jan, Mar, May, Jul, Sept, Nov. (Odd months)
- Title cards are to adhere to Gallery standards of business card size, background color, design, font, foam core backing, and neatness, whether printed at home or at the Gallery. No artwork of any kind, including in racks, hanging, or on shelves, are to have handwritten labels.
- Curator will assign positions to hang your artwork and move your nameplate. For the safety of your work, it is recommended using 2 hooks on medium and large size paintings when hung on carpet panels.
- The Gallery Curator may rearrange your art for a more pleasing display, and may reject any piece as unsuitable in quality or type.

Featured Artists

- There are normally two featured artist each month. Members are encouraged to place their name on the Featured Artist Roster for the month they wish to be presented. You will be required to hang your own paintings in the Featured Artists designated area. In addition, two easels by the front windows will be provided to display two painting.

Hanging Locations Changes

- Swapping or trading hanging locations must first be approved by the Gallery Curator.

Display Racks

- Racks are provided for prints or original unframed artwork. Each artist is permitted up to four unframed artwork in the Gallery for display in the racks. Any artwork in the racks should be replaced, if not sold, within six months. Artwork in the racks must have tight fitting, clear envelopes that fully cover the front and back of the work. Sloppy, loose, or anything deemed to inappropriately reflect on the professionalism of the Gallery, will be rejected.

Greeting Cards

- Greeting cards shall be placed in proper clear envelopes and clearly marked with the price on each envelope. Hand printed (written) tags are not permitted, as it reflects a lack of professionalism.

