

Exhibit Guidelines

PUBLICITY

In order to meet deadlines for publicity, please send biographical information to me by the Friday *three weeks* before your opening. Include the medium you will be exhibiting, typical subject matter (portrait, still life, landscape, etc.), how and when you started in the arts, your training, shows you have participated in, awards won, related organizations of which you are a member, and anything else that would interest the public in you and your work and that would encourage attendance. Ideas and examples:

<http://www.lightspacetime.com/newsletter/how-to-write-an-effective-artist-biography/>

http://www.carriecosta.com/class/specialprojects/artist_bio.pdf

<http://www.renee-phillips.com/how-to-write-the-artists-biography/>

I will submit press releases to area newspapers and online calendars and post on the LAC website and Facebook. If you want the press release submitted to a particular newspaper, send me the name, contact person, and email address with your biographical information.

Artists are responsible for inviting patrons, friends, neighbors, relatives, etc. Invitation examples:

<http://www.dallasartsrevue.com/resources/how2postcard.shtml>

<http://www.artbusiness.com/openingtips.html>

<http://artismybusiness.com/gallery-opening-tips-for-artists/>

HANGING

We will hang your art work at 10:30 am on the Saturday before your opening. ***I will place your artwork***, but if it is heavy you should be prepared to do the physical hanging or bring someone to help.

Prepare a small, neat card to attach at the bottom right-hand side of each piece. Bring tape to attach the cards after your artwork is hung (blue painter's tape works well). Cards should be about business card size and include: name of the artwork, medium, and price.

Provide a framed biographical sketch and contact information. This should be suitable to stand alone on a table or be placed on a table easel. This can be a typed page or can be a recent newspaper article or brochure. If you have business cards, you may leave them for potential patrons.

OPENING

The opening reception is from 1:30 to 3:30 pm on Sunday. LAC hosts the reception and provides refreshments. Exhibiting artists must attend the reception.

Portfolios and/or small pieces of art are allowed (and encouraged) at the reception. Because the gallery is also our theatre lobby, these extra pieces must be removed after the reception.

No sales money passes through the Leeds Arts Council; however, a 10% commission is due to LAC at takedown. Checks should be made to the artist. If a painting sells during the reception, payment will go directly to you. If a painting sells later, payment will be held for pick-up at take-down.

All hanging pieces are to remain as part of the exhibit until take-down. If the purchaser is from out of town and cannot get it later, notify me so we can arrange for you to replace the piece.

You will take your work down at 10:00 am on the Saturday before the next opening, usually the last Saturday of the month.