

# Artist Instructions for Exhibit Venues

Following these instructions will:

- **show you are a professional**
  - **increase sales**
  - **help MAG maintain good relations with exhibit venues with minimal interruption to their businesses.**
  - **show consideration for other artists and coordinators.**
1. Participating in an exhibit venue is a privilege.
  2. When you sign up to exhibit, you agree to abide by these instructions and you commit to the time schedule to change over the artwork. (Put the time and venue on your calendar and watch the newsletter and website.)
  3. If you do not follow these instructions, you may not be allowed to participate in future exhibits.
  4. If you must cancel a show, contact the coordinator at least two weeks in advance.
  5. If you want to alter the time or date of the show within a few days, contact the MAG exhibit assistant in charge of that venue at least two weeks in advance.
  6. Visit scheduled venues ahead of time and note the location of the organization, parking, exhibit area, size and kind of work that would be appropriate and the type of hanging system.
  7. Artwork should be large enough to be easily seen by the public. In general 16" x 20" or larger works best. Some locations have a few places for smaller sizes.
  8. At least a month before your exhibit date, bring samples of your work to "Art Talk" at a general MAG meeting to promote your show.
  9. Prior to a show, an exhibit packet will be provided with specific procedures, information and materials. If you do not get a packet, contact the exhibit coordinator.
    - a. Review the information and call the exhibit assistant assigned to that location or the exhibit coordinator if you have questions.
    - b. Complete MAG cards with your name, title of piece, price/not-for-sale and contact information for sales. Personal business cards may not be used.
    - c. Print your artist statement from the website and insert it in a plastic sleeve to hang on the wall at your exhibit.
    - d. The Exhibition Waiver form must be on file with the Exhibitions Chairperson before you exhibit.
  10. Present your work professionally, tastefully, and appropriate to the selected venue.
    - a. MAG policy is that no art on exhibit should promote or glorify weapons and/or violence nor should it display nudity of an erotic nature or promote a particular political stance.
    - b. Tag your artwork itself with its title, your name, and contact information on the back.
    - c. Firmly frame (unless wrapped edge canvas) and wire appropriately for hanging.
      - i. Work must be able to be picked up by its frame.
      - ii. Wires should be no more than 1/3 down from the top of the work and not be visible when the work is hung.
      - iii. Firmly attach wire to the frame
      - iv. If frames or wires need to be adjusted, the exhibition assistant should designate an appropriate location to do these.
    - d. Clean artwork, frames and glass/plastic prior to arriving at venue.
  11. The venue management has the right to request replacement of pieces of art that it feels are not appropriate for that venue.
  12. No additional holes may be made in walls without permission of venue owner/manager (rare) and the exhibit coordinator or assistant.
  13. Use only MAG approved adhesive to attach MAG cards to walls.
  14. Every artist helps every artist. You or your representative is required to assist the MAG volunteers and other artists in loading/unloading vehicles, hanging and removal of all art work to reduce time to change shows and minimize disruption to place of venue. *Do not handle another artist's work without their approval.*
  15. If you sell artwork
    - a. Hang another piece in its place or deliver the piece to the buyer after the exhibit
    - b. Report any sales to the exhibit assistant or coordinator, so that the success of each exhibit can be reported to all members in the Artifax news.