



HASTINGS VALLEY FINE ART ASSOCIATION

GALLERY EXHIBITION GUIDELINES

The Exhibitions usually run for a period of three months. The changeover of artwork occurs in mid-January, mid-April, mid-July, and mid-October.

COST

An exhibiting fee of \$60 per quarter is payable and all exhibitors must be current financial members of HVFAA.

WHAT CAN BE EXHIBITED?

Exhibitors are entitled to hang artwork, framed and unframed as detailed below.

SIZE OF ARTWORK

FRAMED – These artworks are hung on the walls. Artworks must be either suitably framed or have all edges of a stretched canvas painted.

Dimensions (including the frame):

Small - up to 40 cm in each direction - maximum number 6

Large - over 110 cm in any direction - maximum number 2

Dimensions between Small and Large - maximum number 4

Or a combination

Your name, the title and price should be displayed on the back. On the changeover day it will be the decision of the Gallery Committee as to the number and size of artworks to be displayed.

UNFRAMED – These artworks are placed in the stands or in the gallery cradle.

Maximum number 4

Unframed artwork must be cello wrapped for display on the stands. Large work should be firmly backed and mounted for display in the gallery cradle. Similarly, **your name, the title and price should be**

displayed on the back. A sticker with the price should be displayed on the front.

Small stretched canvases are not classified as unframed.

SALES

Artists are responsible for their own pricing.

If an artwork sells during the quarter, it can be replaced with one of a similar size.

COMMISSION:

25% on framed and 15% on unframed artworks.

CONDITIONS OF ENTRY:

- (i)** All works must be the original work of the artist. The artist is deemed to have accepted sole responsibility for ensuring that works submitted do not infringe any relevant copyright laws. **(No copies or digitally enhanced artworks.)**
- (ii)** **Artworks must be suitably framed ready to hang with your name, the title and price displayed on the back.**
- (iii)** **Stretched canvases must be well presented with secure hanging cord attached. 'D' rings with cord only will be accepted.**
- (iv)** **Artworks may be hung in two consecutive exhibitions and then not for another six month period.**
- (v)** **Artists leave their artwork at the gallery at their own risk.** Every care will be taken but no responsibility shall be accepted for damage, theft or loss of artworks.

FORMS TO BE COMPLETED

An Artwork Register form which is to be completed for each changeover, is available on the website.

ROSTER DUTY

Exhibitors are required to do, on average, three days roster duty per exhibition. Two members are rostered on duty each day the gallery is open. Prior to the exhibition changeover, details will be sought as to your availability for duty during the next quarter. The roster will be emailed to all involved, together with the roster exchange contact list. These documents are also available at the gallery.

More detailed information about roster duty is available at the gallery.

(updated November 2023)