

SHOWING YOUR ART IN THE GUILD ROOM

“Ingathering” — art is “gathered in” or submitted for entry in the coming month’s show.

Ingatherings are held in the Guild Room, Gallery Los Olivos, 2920 Grand Avenue, Los Olivos on the **first Wednesday of every month, from 11 am to 1pm**. Currently we are not scheduling juried shows; you will be notified when jurying resumes.

Bring your art (up to three pieces) ready for hanging or display. The Guild Room has three pedestals for displaying three-dimensional fine art and will soon have a display case for fine art jewelry. Ingathering fees currently are \$15 per artwork for regular, non-juried shows. (See note on size limitations below.) Please pay by check or cash; no credit cards accepted.

NOTE: Because of space limitations, we cannot accept artwork that is **too big**, that is, more than 48” wide, framed. For regular shows, **oversized work** (32” to 48” wide, framed) may be hung, but the ingathering fee is \$30 and only one work may be entered.

If an artwork sells, the artist may, without an additional fee, hang a replacement of similar size and compatible color in the same location, without moving other artists’ works. You must neatly print a new listing on the entry list posted on the wall. Use the next available number. Prepare a Guild replacement labeling card (see top Guild drawer in Gallery Storeroom) and affix it to the wall with Velcro next to the replacement artwork.

Artwork from the previous month’s show must be picked up **before 5:00 pm on the day of the ingathering**. There is no place to store these paintings. If you cannot come, make arrangements for someone else to get your work. Otherwise, a late pick-up fee may be charged.

DISPLAY STANDARDS

You must follow all Artists Guild and Gallery Los Olivos display standards. (The Artists Guild as an organization is a member of the Gallery). Ingathering volunteers will check your work as you fill out the ingathering form. Artwork that does not conform to display standards will not be accepted unless the problem is suitably corrected.

Your Own Original Creation. Only signed original fine art may be entered into Artists Guild shows. (Wall art and three-dimensional works may be signed on the back.) Gallery Los Olivos requires that *“all displayed art must be your own original creation. . . . Unless you have written permission from the artist or publisher, you cannot copy another artist's painting, drawing, or photo to create your own artwork. ‘Another artist's work’ includes the original work as well as reproductions published in books, magazines, calendars, greeting cards, newspapers, on the internet, etc.*

You also may use reference photos which were given to you by a friend or relative if you have written permission to use them. . . . when permission is granted to you with the condition that you give attribution to the original creator of the work (photo, drawing, etc), you cannot display the resulting piece of art at the gallery. . . .

With respect to collage, it should not be possible to identify a unique source for any component in the collage. For example, a flower clipped from wallpaper or seed catalog would be permissible, but not a flower from a copy of a painting by Georgia O'Keefe.”

Matting, Framing, & Non-Framing. Mats and backing boards should be archival. Mats which have yellowing or browning in the core (see cut edge) must be removed since this indicates the mat is not acid free.

1. *Top-quality mats are museum board or 100% rag mats*, like Bainbridge Alphasag, Crescent RagMat Museum, and Crescent Rag. These are fine.
 2. *Next in quality are archival or conservation mats*, like Bainbridge Alphamats, Crescent Select, Crescent Moorman, Crescent Accents, Larson-Juhl Artique Conservation Board. These are fine.
 3. Mats labeled “acid free” may only be acid-neutralized, buffered, or pH balanced and may turn yellow or brownish in the core (see cut edge). Bainbridge Papermats, Crescent Papermats, Crescent Decorative Mats, and some pre-cut mats will discolor *and are NOT SUITABLE for Gallery use*.
- Cradled panels (such as cradled Claybord and other such products by Ampersand, cradled birch panels, etc.) can be hung if the cradle is at least 1 1/2 " deep and finished with paint, stain, or varnish.
 - Unframed paintings on gallery-wrapped canvas are acceptable if no staples or nails show and sides are finished with paint or a continuation of the image. Gallery prefers 1 1/2" depth.
 - Watercolor paintings (on paper, canvas, or panel) that have no glass or plexiglass must be sealed with a protective coating.
 - Framing must be clean, undamaged, and sturdy. Glass or Plexiglas must be clean, free of scratches and not touch the artwork. Unframed canvases must have fully wrapped sides that are finished with paint.
 - ***No wet paintings are allowed.***
 - We discourage decorative wires, strings, leather cords, etc that are visible on the front of the artwork.

Hanging Wall Art. Wall art must be wired to hang on standard picture hooks and nails. (Note that fiber art has its own hanging standards involving a rod, eye hooks, and picture nails). Hanging wire must be strong enough to support the picture safely. Attach the wire one third of the way down on either side of the frame. **The top of the wire should be at least 1 1/2" inches below the top of the frame. Neither wire nor picture hook can show.** Wrap wire ends with tape.

Displaying Three-Dimensional Works. The Artists Guild now has its own pedestals for three-dimensional fine art; soon we hope to have a case for fine art jewelry. **Contact the Ingathering Coordinator* before ingathering.** (Neither the Guild nor the Gallery accepts craft items for display.)

If you think you have an artwork that is professionally finished and presented but seems to fall outside these guidelines, check with the Ingathering Coordinator* before you come to ingathering.

*The current Ingathering Coordinator is Syd McCutcheon, 688-6860 or floozy@verizon.net.

Shrink-Wrapped Art. The Guild Room has a rack for shrink-wrapped, unframed art, either **original art by members or reproductions** of their original art. All reproductions, including Giclée prints, should be printed with the highest quality inks on archival media and clearly labeled “*Reproduction of an Original Work by (your name).*” Each art work in the rack must be:

- Signed by you
- Appropriately backed and matted with archival materials or floated on a decorative backboard
- Shrink-wrapped neatly or enclosed in a close-fitting clear plastic sleeve (or envelope) no more than 1/2 " larger than the mat. Semi-opaque polyethylene bags are *not* acceptable.

Members may have up to three original artworks and/or reproductions in the rack at one time and are responsible for keeping their own inventory. Change unframed works every three months.

Reproductions are never allowed to be hung on the wall in Gallery Los Olivos!

Greeting Cards. The Guild Room also has a rack for greeting cards made from **original art by members or reproductions of their original art.** Greeting Cards must be packaged in clear plastic

envelopes made for the purpose and *the price must be at least \$10 per package*, in order to cover bookkeeping costs. The number of cards in each package is up to the Artist.

Labeling Shrink-Wrapped Artwork and Cards. Members must label each shrink-wrapped artwork and greeting card package they have in the Guild Room with the self-stick labels provided by the Guild. These are located in a large brown envelope at the back of the shrink-wrap rack. These labels will ensure that if your work is sold, the Gallery sitter will credit the sale to the Guild, and our Treasurer will send the money due to you. Always make sure you completely fill out and affix a Guild label to each of your card packages and shrink-wrapped artworks.

COMMISSIONS ON SALES

All artwork on display must be for sale. Currently, Gallery Los Olivos takes a 15% commission on members' sales to help cover business costs and the increasing rent paid for the building. The Artists Guild, to cover some of its expenses, takes a 20% commission on sales. Take these charges into account when you set the price of your artwork.

At the end of every month, Guild art sales are processed, first by the Gallery Los Olivos bookkeeper and then by the Guild bookkeeper. The latter writes & mails a check (minus the commissions) to each Guild member who has sold art. You will probably receive your check by the middle of the month AFTER the month in which the artwork sold.