

ART SHOW RULES, DEFINITIONS & CATEGORIES

SHOW TAKE-IN DATES

Take-in is normally the first Monday of each month from 10 am to 4 pm. There MAY be exceptions due to holidays and street closures. Please refer to the current COAL calendar for specific take-in dates. Artwork may only be submitted on take-in days by the artist or their designated representative. Exceptions require the prior approval of the Director of Gallery Operations.

GALLERY HOSTING REQUIREMENTS

Entering member artists are required to spend a certain number of hours as a gallery host at that month's show. Please refer to the "Gallery Hosting Requirements" policy for complete information.

REGULAR ENTRY GUIDELINES

Up to five entries are allowed. Very large-sized entries may be limited or refused when space limitations are a factor.

A separate **entry form** (available either on the COAL website or at take-in) must be filled out for each work entered. All **frames** must be clean, strong, and well assembled. They must have strong picture wire for hanging and the wire ends taped for safety. Serrated hooks and/or screw eyes are not allowed. Glass and/or Plexiglas and mats are required on other than oil/acrylic hangings or photographs printed on canvas, to protect the work. Plexiglas must be used on works larger than 24 in. by 30 in. Wall-hung entries are limited to 15 lbs (10 lbs if over 45 in. wide). Freestanding sculptures cannot weigh more than 60 pounds and must be attached to its base.

ENTRY FEES

Entry fees must be paid on take-in day. The fee for each regular entry is based on the diagonal dimension, including the frame, for wall hung pieces and on the longest

dimension (height, width, or depth), including the base, for free-standing sculptures.

- Less than 35 in. = \$12.00
- From 35 in. to 50 in. = \$17.00
- From 51 in. to 60 in. = \$22.00
- Maximum diagonal measurement is 60 inches.
- No fee for shrink-wraps or note card packs

If an **entry is sold** and removed during the show, the artist may replace it with another piece so long as it conforms to all of the preparation and display requirements. EXCEPTION: no replacements are allowed in juried shows because it will not have been judged.

ARTWORK PRICING

Minimum prices for artwork:

- Regular artwork: \$50.00 (a minimum of \$25.00 is permitted for entries in the annual small image show.)
- Shrink-wrap: \$25.00
- Note card packs: \$10.00

All prices must be rounded to the nearest \$5.00.

All prices include sales tax.

Artwork that is "not for sale" is NOT accepted.

ARTWORK SALES

Sales made in the gallery may be paid by cash, personal check, or credit card. Please refer to the "Making a Sale" section of the "Gallery Procedures Manual", kept on the desk in the gallery for the proper procedure for handling sales. All gallery sales are subject to sales tax (included in the sales price), a 20% donation to the gallery, and a 3% credit card processing fee if payment is by credit card. If an artist makes a sale after the end of a show as a result of showing the piece at the Gallery, artists are honor-bound to make a 20% donation. All sales are final.

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SHRINK WRAP GUIDELINES

Provided at least one fee paid regular entry is submitted, up to three shrink-wraps may also be entered for a three month period. The maximum number allowed in the gallery from one artist is nine. The Director of Gallery Operations reserves the right to further restrict the number of entries when space limitations are a factor.

Shrink-wrap must be properly matted with appropriate thin foam or mat backing. No corrugated board is allowed. Art that is not shrink-wrapped must be wrapped in clear plastic or, preferably, packaged in poly art bags. Magic tape, or similar product, must be used to seal the packaging. Masking tape is not accepted for this purpose. Each shrink-wrap must be clearly marked as to whether it is an original or a print. When entering shrink-wrap, each entry is recorded in the shrink-wrap/note card log and a special removable label (to be affixed to the back of the shrink-wrap) is filled out by the artist. The special labels are available at take-in.

Shrink Wrap must be labeled ORIGINAL or REPRODUCTION. One-of-a-kind art work is to be placed in the bin marked ORIGINALS. Gliclee's, reproductions, photographs and other print reproductions are to be placed in the bin marked REPRODUCTIONS.

If a shrink-wrap is sold, it may be replaced with another shrink-wrap until an entry is made at the next take-in.

NOTE CARD PACK GUIDELINES

Provided **at least one fee paid regular entry** is submitted, **up to three packs** of note cards may also be entered for a three month period. The maximum number allowed in the gallery from one artist is three. The Director of Gallery Operations reserves the right to further restrict the number of entries when space limitations are a factor.

If note card packs are **sold**, replacement with another pack may be made at the following take-in when a regular entry is made.

Note card presentation

Note card packs must be wrapped in clear plastic or, preferably, packaged in poly art bags. Magic tape, or similar product, must be used to seal the packaging. Masking tape is not accepted for this purpose. Each note card pack must be clearly marked as to whether the cards are originals or prints. When entering note card packs, each entry is recorded in the shrink-wrap/note card log and a special removable label (to be affixed to the back of the note card pack) is filled out by the artist. The labels are available at take-in.

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DEFINITION OF TERMS

Crafts

Crafts are loosely defined as handmade items having utilitarian value. Pottery, jewelry, toys, furniture, decorative arts such as mirrors, picture frames wearable art such as hats, scarves are not accepted in our monthly or annual juried shows. Sculpture is differentiated from crafts in that its only purpose is aesthetic. Sculpture has no utilitarian or functional purpose and is regarded as Fine Art as is Drawing and Painting.

Original Print - An impression pulled from an original plate, stone block, or screen prepared solely by the artist. Engravings, etchings, aquatints, lithographs, mezzotints, and linocuts are examples of original prints

Gicleé Reproductions - Copy of original paintings printed on acid-free archival paper or canvas with archival inks using inkjet printers for color accuracy. Gicleé prints are not allowed in judged shows but are allowed to hang at designated times when reproductions are being shown as a designated group. They must be labeled as Gicleé Reproduction. They should be numbered, as in graphic arts, or marked as Unlimited Edition.

Print Reproduction - Copy of art work reproduced by computer and laser copier, offset press, etc., from an artist's original art work without quantity limits. Reproductions are allowed to hang at designated times when they are being shown as a designated group. Framed prints may be shown at outdoor venues. They must be labeled clearly as print reproductions.

DEFINITION OF ACCEPTABLE ENTRIES

In keeping with our Articles of Incorporation and long standing focus on Fine Arts, the League accepts only paintings, drawings sculpture, (free-standing and wall-hung), photographs and related fields, suitable for display in the gallery. All wall hung art must be properly framed and ready to hang in

accordance with League rules. **Crafts are not accepted for display in the League's galler. There are exceptions for League-sponsored off-site.**

ORIGINALITY

All work submitted must be the artist's own creation and not copied from the work of other artists or cloned from copyrighted material. Class or group work must be the sole creation of the artist with no aid from the instructor or the group other than advice. Classroom work will be accepted in the regular monthly shows at the gallery, but will not be allowed at the Annual Open Juried Show. **The integrity of the art work is the responsibility of the artist.** If the artwork is determined to be a plagiarized, it will be removed from the show and returned to the artist with no refund of entry fee.

CONFLICTS

Occasionally, works straddle a line between arts and craft or between the categories. In such cases, acceptance or rejection will be decided only by the Gallery Director or Designated stand-in, the Award Show Director, or the Art on the Green Chair at that outdoor venue. Acceptance in our gallery or our shows is not contingent on acceptance in other art groups or art shows. Disputed works may receive temporary acceptance until the Board of Directors reviews the works in question and makes a final decision.

SHOW JUDGING

Whenever possible, each monthly show will be judged by the artist who is guest demonstrator at that month's regular monthly meeting. Major cash award shows are always judged by paid established judges. In those months when there is neither a demonstrator nor paid judges, the Board will appoint from one to three COAL members as non-paid judges for the show.

FRAMING

Works not suitably framed will not be hung in the gallery. Professional quality framing must include wire with taped ends, D-rings, clean mats and glass or acrylic and

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unmarred frames. Saw-tooth hangers and screw eyes are not allowed. Works larger than 24" by 30" must use Plexiglas instead of glass. (The only exception is pastels.) If staples show on stretched canvas, the work must be framed. Otherwise, the edges must be painted. Glass is never used over a painting in the oil & acrylic category.

ARTWORK PICK-UP

NO ARTWORK MAY BE REMOVED FROM THE GALLERY BEFORE THE END OF THE SHOW. All artwork must be picked up on the day following the end of the show (the next take-in day). Exceptions require the prior approval of the Director of Gallery Operations.

UNCLAIMED ARTWORK

All artwork that is left or stored in the Gallery storeroom for over 30 days after the end of a show becomes the property of the League and will be disposed of appropriately.

AWARD SHOWS

There may be additional rules applicable for award shows that are different from the standard art show rules. Please refer to the award show's prospectus for more information.

DEFINITIONS OF CATEGORIES

For the purpose of categorizing submissions for hanging and judging, the following rules have been adopted. Works that do not fit these specific categories will not be accepted.

Oils & Acrylics (O/A) - Original oil and/or acrylic paintings done on canvas or other non-paper substrate, (e.g. Masonite). Canvas may be gallery wrapped, with the canvas wrapped around the edges. The edges must be painted. If staples show on the stretched canvas, the work must be framed. Glass is never used over the painting.

Water Media (W)- Original watercolors, gouache, and acrylic works done on paper or watercolor canvas, and placed under glass/Plexiglass in the manner of a watercolor. Also includes water media

employing both regular watercolors and thinned acrylic mixtures.

Pastels (P)– Original works of soft or oil pastel, covering a minimum of 80% of the surface. It will be categorized as Drawing when less than 80% of the surface is covered. Less than 80% will be categorized as Mixed Media when in combination with another media. (The artist may use watercolor or thinned acrylic as an under painting only.) Work must be under glass and properly framed.

Drawing / Printmaking (D/P) - Original art works using charcoal, pencil, pen and ink, or other drawing materials or combinations thereof. Printmaking works included are original hand-pulled monotypes, block prints, etchings, engravings, and lithography.

Mixed Media / Collage (MM) - Original works employing more than one medium and water media painted over fabrics or other materials to achieve textures and effects. Includes basically flat materials such as rice paper, newspaper, photographs, cloth, string, etc. adhered to a flat surface. When the result becomes three-dimensional, it could be considered a relief sculpture or assemblage and be categorized as sculpture. Mixing two or more media from the same category does not constitute mixed media. Example: watercolor and thinned acrylic. Work done on the computer or photographs altered by painting over it are not categorized as mixed media.

Sculpture (S) – Original three-dimensional artwork. It exists in-the-round and can be seen from all sides. Bas Relief is sculpture that hangs on a wall, usually having one flat side. It is classified as sculpture because it has tactile dimension. Sculpture is defined as a work of art produced by carving, casting, modeling or constructing. Materials used might be traditional such as stone, wood, clay, metal and glass, or less traditional materials such as plastics, paper (Sculpture continued)

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or cardboard. All sculpture must be original and not cast or created from pre-formed molds or forms. Sculptures cast from the artist's original work must indicate the number (in the edition) and the size of the edition. If it is an unlimited edition it must be marked as such. Maximum weight for wall hung sculpture is 15 pounds.

Photography (PH) - This category presumes the end result should be considered a photograph and not computer art. If this is not the case the image falls into the Computer Art category. (see Computer Art category definition) Once accepted the image will be judged in the category entered.

Prints submitted will be from either film or digital capture with any camera type which may include images from single or multiple image files.

Photographic images submitted on stretched canvas must wrap around the edges and be secured over a frame or be framed in a manner otherwise acceptable to Gallery guidelines. Photos mounted on a permanent backing such as foam-core or gator-foam must be framed and covered by glass or acrylic. Images printed on metal are acceptable.* Editions of or numbering of photographs is at the discretion of the artist.

Computer Art (CA)- This category presumes the end result should be considered computer art and not a photograph. If this is not the case the image falls into the Photography category. (see Photography definition) Once accepted the image will be judged in the class entered. Images submitted include works which begin as computer generated images, scanned artwork or objects, and photographs which have been altered to resemble another medium. Examples include, but are not limited to: digital composites and non-photographic images.

Computer Art images submitted on stretched canvas must wrap around the edges and be secured over a frame or be framed in a manner otherwise acceptable to Gallery guidelines. Computer art mounted on a permanent backing such as foam-core or gator-foam must be framed and covered by glass or acrylic. Images printed on metal are acceptable.* Editions of or numbering of computer art images is at the discretion of the artist.

*Submitted images in any category which are mounted on metal will be cared for in the same professional manner as any other image from take-in to hanging on the COAL Gallery wall. It is understood by the submitter that should the metal mounted image be damaged or destroyed while consigned, that COAL, the volunteers, members and the hanging crew will be held harmless from claim of damages regarding consigned material.