

# NCAG|COAL Wall Artist (Panels) INSTRUCTIONS, POLICY & PROCEDURES

EXHIBIT A

## OVERVIEW (16 PANELS) FILLED EVERY TWO-MONTHS

**SIGN UP:** A Notification will be sent to all Members beginning each session. It is “first come first serve”, until filled. Then it will re-open for the next session and close and continue until the entire year is filled. So diligent review of your emails is imperative.

**PAYMENT:** Fees are paid through the online entry process in the amount of \$83.00

**MEMBERSHIP:** Must be Member in good standing to qualify upon your signup, or you will be removed from the list and need to wait until the next opportunity. There are no refunds, so please make certain you are up to date before you apply.

### HOSTING THE GALLERY

Rotation Hosting. Artists must be signed up for all of their shifts at least two weeks before a rotation begins or you may be assigned shifts by the Calendar. The rotation schedule will be posted in advance on the Hosting Calendar. Typically, rotation/installation occurs the 1<sup>st</sup> and 2<sup>nd</sup> day of each month during non-business hours, coordinating with the schedule above. **Panel Artists:** Are required to Host 1X time for each month of rental space, (2 sittings) for your 2-month artist wall space. **Training:** New Artists must have been trained in Hosting the gallery to participate.

**Contact Calendar Chair – Suzie Concors @ [COALCALENDAR@gmail.com](mailto:COALCALENDAR@gmail.com),** arrangements must be made for your entire 2-month rotation period for hosting dates, in advance of hanging on the walls for panel selection dates or find someone to take your Hosting shift, pay a staffer (hosts are available on line. Calendar Chair must be notified at all times of any changes.

**Monthly Show Participation:** As a member, you are still required to enter a minimum of three shows of your art in the NCAG Monthly Shows, in order to be part of this program. When you participate in the Monthly Show, you are additionally required to Host the gallery.

### BAFFLES/PANELS 2D Art and 3D Wall Hanging Sculptures.

A full wall space is 4'W and 7'H. Do not extend past the frame of the baffles with any artwork edges. You must remain within your space limitations. from the floor to the top of the wall, (The gallery committee requires, that artists leave the bottom one foot (12") of space empty from the bottom of the baffle. See Baffle detail below). Baffle should be presented with a decent variety of artwork, no one piece of artwork is allowed. Pricing must be concurrent with Gallery sales pricing.

### FRAMING (Wall Hung) Per the Art Show Guidelines

**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 unmarred frames. NO string or saw-tooth hangers are allowed. Screw eyes are accepted if they are mounted on the inside of the frame edge, otherwise, they are not allowed. Hooks may not be visible on the artwork. 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 or gallery wrapped. Minimum-sized artwork 9" and up must be framed in order to hang on the walls.

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**Weight bearing load of the panels is 2 lbs maximum or under per art piece**, securely attached, and we prefer that no glass be hung on the baffles due to the panels might be moved regularly to accommodate the Monthly Shows. **You will be hanging at your own risk, and will be responsible for breakage.** Artists are restricted to show only those approved by the COAL..

**Accepted Art Categories:** Please limit glass artwork to acrylic. (Nothing over 16x20, and the entire wall cannot be glass fronts of any size). Oil, Acrylic, Watermedia, Mixed Media/Collage, Photography, Computer Generated/Digital Art, Other Media, Textiles (hanging), Wall Hanging Sculptures and Giclees. Artist will be asked to remove/replace artwork if it is not acceptable.

## **BASIC WALL PANEL GALLERY RULES**

Artists must install their own art at the assigned rotation (normally the 1<sup>st</sup> or 2<sup>nd</sup> day of each month) before or after Gallery business hours, according to the contract and these procedures. In the approved location.

1. **NO** ink or pencil marks on the gallery display surfaces.
2. **NO** use of screws into the baffles. **NO** factory tapes, **USE Blue tape only!**
3. **NO** unframed flexible prints and art on the wall rental displays.
4. **PROVIDE** your own Blue Painters tape to attach ALL/ANY wall labels, or items).
5. **PURCHASE** your own J-Peg hooks for the baffles. (See sample insert for details).
6. **PROVIDE your own** wall tags using a business card size and no hand written labels. Please read below your options. Add a label on the back of your artwork.
7. Artists will be provided with a name tag for their panel 2x6.
8. Shoddy workmanship may be rejected.
10. **CLEANUP.** Must be done by the artist, no residual, scrapes or patches must be showing from wear, artist will be required to repair them upon vacating the panel. Include painting them with the gallery paint available. Bring your own paint brush, we have the paint in the back room. Leave the baffle clean for the next artist if removing artwork.

Art that is perceived as not suitable for all ages or is deemed to be highly controversial is not suitable for the NCAG and is subject to rejection. Please be respectful and tasteful in your artwork selections.

## **YOUR GALLERY LABELS**

We will be using the same format of labels that are existing in the gallery. Provide the following on the label, fastening onto the walls using Blue Painter's Tape only.. Must be business card size and include. NAME OF ARTIST, TITLE OF ART, ART MEDIUM, ORIGINAL or PRINT, PRICE OF THE ART, and PHONE number. (Tax Included in Pricing must be labeled) **NO HAND WRITTEN LABELS ARE ALLOWED.**

All art must be clearly identified and also have **ID attached to the back** of the art with contact and art information: Use website or phone number.

Another option is to go online to Avery.com and create them. Use Template 8876 and type them in and create a PDF when done and print them.

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**Business cards and card holder are allowed per rental space.** Business cards and their holder should be close to the standard business card size of 3.5 x 2 inches. Cards may be larger if they are folded to the standard size. **Wall:** The business card holder must be lightweight, plastic and attached to the wall using “j” hooks, NO STICKY STRIPS/TAPE, use blue painters tape, or make certain you have holes in them to hang. Care should be taken to avoid pulling from the wall,

**Wall biographies and advertisements** must be displayed in a small acrylic holder or approved by the Gallery Managers. No Factory Tape, must have holes to hang on hooks.

**AVAILABILITY** we are here to provide opportunity to all gallery artist every two months. Solicitations will be done in the form of an online notification, “first come first serve” bases in response to a membership notification for each two-month cycle, as it opens. **Art is not being rotated for those that happen to be re-signed.**

Renters are required to review and acknowledge that you have read the Artists Agreement and reviewed the Art Show Guidelines and Policies, the Artist Display Procedures,

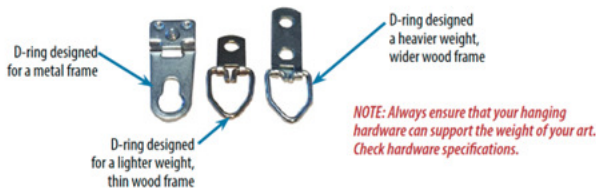
## ARTISTS RESPONSIBILITY OF MATERIALS NEEDED:

**“J” pegs: (1/8” holes). Keep in mind you do need to bend them inward to be flatter with a pair of pliers.**



[https://www.amazon.com/HUHOLE-Pegboard-Display-Hanging-Necklaces/dp/B0B829K7DM?ref=ast\\_sto\\_dp&th=1&psc=1](https://www.amazon.com/HUHOLE-Pegboard-Display-Hanging-Necklaces/dp/B0B829K7DM?ref=ast_sto_dp&th=1&psc=1)  
**GALLERY BAFFLES WALL HANGING PROCEDURES FOR ART**

Preparing your wall art with care will help prevent accidental damage to your art, and will give your art a more professional appearance. Each Licensee-Artist is RESPONSIBLE for making sure that their art can be hung safely on the panels



***D-rings are the preferred method of attaching wire to the frame. No hooks or wired may be exposed above or on the artwork that is hung.***

Placement of D-rings is determined by the size of the frame.  
 • For small frames, placement is spaced one-third of the way down from the top of the frame.  
 • For vertically longer frames, placement is spaced 4 to 2 inches from the top (possibly more for really large frames).  
**IMPORTANT:** The placement of D-rings must allow connection of the hanging wire and the wall hook, and allow leveling of the frame.



***D-rings are attached by screws on each side of the frame. Hanging Hardware MUST be strong enough to easily hold the weight of the framed art.***

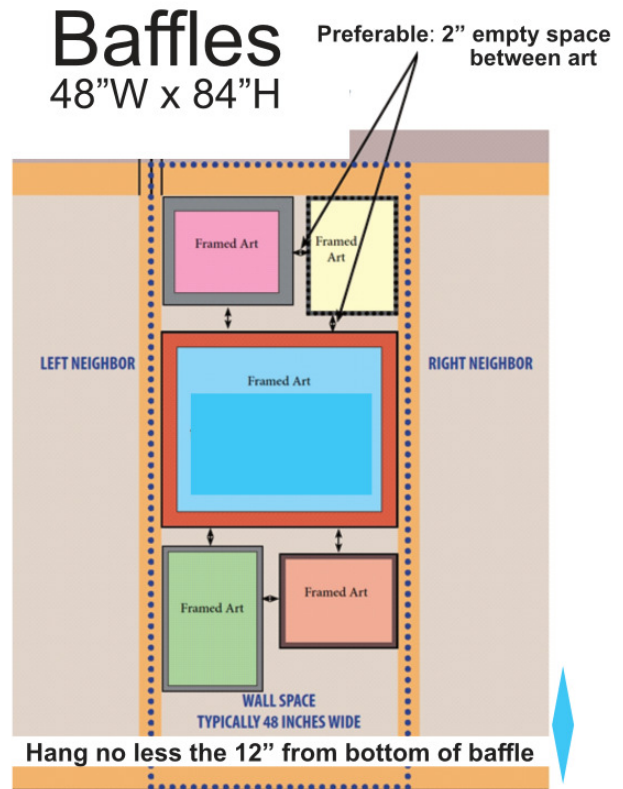
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## MINIMUM EMPTY SPACE RULES

All-Artists are required to keep their items within their own display space. In addition to this, there are minimum empty space requirements within each Wall display area.

Specifically, if possible, two-inches of space between all edges of art and a **12 inch clearance from the floor** is required.

If there appears to be crowding, display spaces are measured by our rotation monitors. If items are too tightly displayed, the artist will be asked to rehang their show or they may be removed by the Baffle Coordinator and you will be notified.



**FOR QUESTIONS: Please contact Char Cee Colosia at:**  
[charlotte.charcee@gmail.com](mailto:charlotte.charcee@gmail.com)