

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

**PLEASE, IT IS YOUR RESPONSIBILITY TO READ AND COMPLY WITH THESE POLICIES
OR YOU WILL VOID YOUR BAFFLE SPACE**

MUST BE A MEMBER IN GOOD STANDING There are not refunds, so please make certain your Membership is current BEFORE you can apply or even hang on the baffles.

SIGN UP: The website announces the opening of the next Baffle session, as does the Monthly Brushmark. Remember it is a “first come first serve”, and the following sessions do not open until the previous one is filled. **PAYMENT:** Fees are paid through the online entry process. **We do not provide refunds.**

BAFFLE ASSIGNMENT: **Art baffles are not rotated, Your Baffle assignments is on a first come first serve assignment** (based on your date of signup)

COMMUNICATION: Is all done via email.

PAYMENT: Fees are paid through the online entry process. **We do not provide refunds.**

HOSTING THE GALLERY: You must make your Hosting arrangements for your entire 2-month rotation period immediately, regardless of which month you signed up for. Contact. Calendar Chair: Ellen Cramer after you have selected your dated form from the online Calendar on your Members Info tab, and send to COALCALENDAR@gmail.com, New Members: must be trained before they can hang on the Baffles.

YOU MUST PARTICIPATE IN (3) MONTHLY SHOWS ANNUALLY. Open Shows do not count against this obligation. When you participate in the Monthly Show, you are additionally required to Host the gallery.

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

- The full wall (useable space) is 42” w x 60’h and the artists must leave the bottom one foot (12”) of space empty from the bottom of the baffle.(thus the 60H useable space. (See Baffle diagram below.
- **Baffles shall not be dominated by prints or giclees) .The majority must include originals.** Pricing must be concurrent with Gallery sales pricing.(see Accepted Art Categories below)
- **We no longer accept glass, and all fronts must be plexiglass or acrylic of framed artwork,**
- **No string hangers are allowed**
- **Weight bearing loads are not to exceed over 1.5lbs.** Please check your own frame weight before applying, or considering bringing in your artwork. If we experience issues with the baffles bowing, you will be asked to rearrange/remove any artwork.
- Artists are provided with a name plate, that must remain in the gallery.
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LABELS: **All art pieces must be labeled on the back, and front of the art with the same details. Artist Name, Title, Medium Price. NO handwritten paper tags** for the front labels. (Avery template 8876)

ARTWORK SIZE: Must be at least 9” measured diagonally framed. (However, a minimum of a
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framed, 5x7 is acceptable (8.68”).

FRAMING (Wall Hung) Is per the Gallery online Art Show Guidelines

- o Art submitted that is not suitably framed, the artist will be notified to remove them and replace them with suitable framing, finished edges, clean mats, and unmarred frames only. All edges must be painted or gallery wrapped. **We are holding the Baffle artists to the same professional Gallery standards listed on the existing Gallery Art Guidelines online.**

ACCEPTED ART CATEGORIES: Oil, Acrylic, Watermedia, Mixed Media/Collage, Photography, Computer Generated/Digital Art, Other Media, Textiles (hanging), Wall Hanging Sculptures and Giclees. Artists are restricted to show only that which is approved by the COAL. Shoddy workmanship, 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.

BASIC WALL PANEL PROTOCOL

Artists must install/uninstall their art on the assigned rotation dates according to the contract and procedures. In the assigned approved location.

1. **NO ink or pencil marks** on the baffle 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**, or purchase from the gallery at \$1 each. (See sample insert below for details). Make certain you have bent them prior to hanging art.
6. **Business cards holders/Bios** are allowed. Make certain you have a hole in the top for the hook to hang it. No sticky wall tape or strips must be used.
7. **It is your responsibility to READ all the Baffle and Gallery policies**, and acknowledged you have done so on the Application.

ARTISTS MATERIALS NEEDED:

“J” pegs: (1/8” holes). **Keep in mind you do need to bend them inward to be flatten to use.** We provide 10 each for \$5 at the gallery if you are not able to bend them. (see sample) Purchase them:



https://www.amazon.com/HUHOLE-Pegboard-Display-Hanging-Necklaces/dp/B0B829K7DM?ref=ast_sto_dp&th=1&psc=1

We cannot accept any other style of hooks.

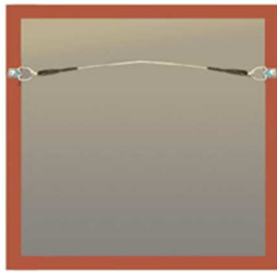


D-rings are the preferred method of attaching wire to the frame. No hooks or wired may be exposed if possible.

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Acceptable Hanging:Method

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



CLEANUP. Clean your Baffle of any marks made upon leaving, Must be done by the artists after removing your artwork. No residual scrapes or patches must be showing from wear, and the 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.

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 baffle off 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.

Due to the durability of the Baffles we will review your work when it comes in for acceptability.

FOR QUESTIONS: Please contact Char Cee Colosia at:
charlotte.charcee@gmail.com

