

## **GUIDELINES FOR EXHIBITING AT THE DURANGO ARTS CENTER**

The Durango Arts Center provides exhibit opportunities through juried, invitational and group exhibits. While the specific requirements may vary from exhibit to exhibit, the general guidelines for artists wishing to display work at the DAC are listed below:

### **ELIGIBILITY**

- Artists must be at least 18 years of age.
- Works must be original (no reproductions will be accepted). Reproductions can, however, be offered for sale as long as the original work is displayed.
- Work must be fabricated within two years of exhibit.
- Compositions from published material and works considered reproductions can be rejected at any time.
- Works must be original in concept and must be completed outside a classroom environment without the assistance of an instructor.
- Work cannot have been previously shown at the DAC.
- Work rejected from a DAC-sponsored juried exhibit is eligible to be shown in a subsequent exhibit as long as it has not been part of any previous exhibit.
- Artists who have been part of a Group Exhibits Program exhibition must wait two years to apply for another group exhibit.
- Artists can be part of only one Group Exhibit Program exhibit in any calendar year.
- All work displayed must be offered for sale. Exceptions may be made by prior arrangement and agreed upon by artist and exhibits director.

### **CONDITIONS OF EXHIBIT**

- All work must be dry and ready to display, properly framed and wired for hanging. ("Saw tooth" hangers or other unstable hanging devices are not acceptable). Exceptions are allowed for work specifically intended to be unframed.
- Extremely fragile work will not be accepted.
- The Exhibits Director, exhibits and/or receiving committee reserves the right to final curatorial and installation decisions.
- All work must be delivered at the time specified in entry forms or contracts and must be picked up at the time specified in entry forms or contracts.
- A \$10 per work per day will be charged for artwork not picked up on time. Work left longer than three days after the pick-up date automatically becomes the property of the Durango Arts Center. All fines will still be due.
- If artist cannot personally deliver or pick up work at the specified times, arrangements must be made for a representative of the artist to deliver or pick up work.

### **FEES**

- An entry fee, payable upon delivery of artwork, will be required for entry into Four Corners Commission and the annual Juried Exhibition.
- A fee must accompany entry forms for all other exhibits as required, including Holiday Art Olé, and for Group Exhibits Program applications.
- An entry fee to offset exhibit costs may be charged for invitational exhibits.
- Durango Arts Center members can enter and apply at a reduced fee rate.

### **SALES AND COMMISSIONS**

- The Durango Arts Center will retain a commission for sale of works during the exhibit and for a period of 90 days after the final day of the exhibit, if sale of work was generated from the exhibit and initiated through the DAC.
- The commission percentage is 40% of the gross sale price for DAC members and 50% of the gross sale price for non-members.
- Checks to artists for work sold are processed and mailed on the 15<sup>th</sup> of the month following the close of the exhibit.

## **LIABILITY**

- Work will be insured by the Durango Arts Center only while on the premises for the dates specified.
- In the event of loss or damage, coverage will be based upon 50% or 60% of the retail or insurance value assigned by the artist upon registration or delivery of artwork. Percentage depends on membership status of the artist.
- Submission of work constitutes an automatic waiver of any claim against the Durango Arts Center or any representative thereof, over and above percentage of insurance value.

## **PROMOTION**

- The Durango Arts Center will promote all exhibits through information on the DAC web site, in the quarterly *Artsline* newsletter, monthly Constant Contact e-mail newsletters and with the local media.
- Postcard invitations are mailed to all DAC members under the DAC's postal permit and by the DAC as mailing agent.
- NOTE: Proof copies of marketing materials including postcards, posters and other print material must be submitted to Exhibits Director for approval prior to printing or distribution.

## **OPENING RECEPTIONS**

- An opening reception is held for each exhibit, usually on the first Friday of the exhibit.
- For exhibits sponsored by the DAC, the DAC will bear all reception costs. Participating artists may be asked to bring a finger food for the reception
- Artists in group exhibits are responsible for providing food, optional music, plates, napkins or other amenities for their reception.
- DAC provides a cash wine bar under its liquor license and also provides a non-alcoholic beverage.

## **ARTISTS' RESPONSIBILITIES**

- Transporting/shipping and insurance of work to and from the DAC
- For Group Exhibits, artists are responsible for the following:
  - Design and layout of the exhibit in consultation with exhibits committee representative
  - Production of and payment for exhibit postcard invitations. The cost is shared by artists exhibiting together
  - Postage and mailing of postcard invitations to artists' personal mailing list
  - Posters (if desired)
  - Lettering for gallery wall
  - Food and optional music for reception
  - Removal of artwork at the close of the exhibit and, for group exhibits, return of gallery to its original condition

## **DAC'S RESPONSIBILITIES**

- Overall coordination of the exhibit.
- Insurance of the work while on the premises during the dates specified in the exhibit contract or application
- Production of display labels for artwork
- For DAC-sponsored exhibits, production of and payment for exhibit postcard invitations, posters and wall lettering.
- Sales, processing and collection of sales tax for all work sold
- Postage and mailing of postcard invitations to all DAC members
- Gallery attendants and regular posted gallery hours for public access
- Cash wine bar and non-alcoholic punch for reception
- Volunteer assistance with reception