





## RULES FOR ENTERING THE JURIED AND OPEN EXHIBITS

1. Only full members may enter exhibit.
2. All entries must be original works and cannot be shown again in any official regular FAC club exhibit.
3. All art work must be **dry, framed and properly wired with proper entry label affixed to back**. Canvases must be framed or wrap around. *No staples on sides can be showing*. Any art work submitted that does not meet these requirements will not be accepted. Three dimensional sculptures are accepted.
4. No copies will be accepted (i.e. Kinko's). No photographs, paintings on photographs, weavings or soft sculpture will be accepted. A copy is defined as work that has been directly copied from another artist's painting. Hand-pulled prints such as mono-prints, lithographs, or etchings are considered original. Photographs may be used for reference only, but not directly copied.
5. No artwork in any section may be removed from the exhibit until **the official check-out time**. At that time, all artwork must be picked up and checked out at the front desk.
6. You may price your work as you see fit. There is a 10% commission to the club for all work that is entered and sold. If you wish to enter a piece that you do not wish to sell, mark it NFS. If you decide not to sell your work after entering, you may put a red (sold) dot on it.
7. There are NO refunds on entry fees for rejected juried entries. No untitled paintings and **NO CHANGES** after entry deadline on titles or prices. Program spacing necessitates **BRIEF TITLES** please!
8. You may enter a maximum of 4 paintings in combination with Juried and Open. If you enter 4 in Juried, then you cannot enter anything in open. You can put 2 in Juried and 2 in Open, or 3 in Juried and 1 in Open. In other words, **a total of 4 entries**.
9. Unless a diptych or triptych is attached in a way that they cannot be separated, each piece must be entered individually with different titles.
10. All entrants must have attended at least 3 of the last 8 meetings prior to the show from April through March or be subject to the return of their entries. **All entrants are required to work 1-2 shifts depending on show hours. Failure to be juried into the show does not eliminate your obligation unless you arrange for a substitute. If your shift is not covered, you cannot be in the next show.**
11. There will be a \$10.00 fine to artists who do not pick up their paintings at the close of the exhibit, (or make arrangements to have their artwork picked up). If the fine is not paid, the artist will not be allowed to enter the next show.
12. Due to limited exhibit space, any painting exceeding 46" may be placed on the floor, at the discretion of the hanging chairman



### CALENDAR

Monday, March 11, 2013

Deadline for entries to be sent to Kathleen Rodak, 248-474-8407

Monday, March 18, 2013

Art delivery for jurying to William Costick Activity Center, 6:15 to 7:00 P.M.

Wednesday, April 17, 2013

Art delivery of Accepted and Open entries to William Costick Activity Center between 4:30 to 5:30 P.M.

Saturday, April 20, 2013

Art pick up – check out time 4:15 to 4:45 P.M.

## EXHIBIT CHAIR RESPONSIBILITIES

Below is a *brief* description of the responsibilities for the Exhibit chairs and co-chairs. It is *important* that the co-chairs are involved *as much as possible* since they will be the chairs for the next show. There is a detailed help sheet given to the chair and co-chair, as well as a report from the former chair, before each exhibit so you know exactly what you have to do, how and when. We're adding more information to these help sheets each show as to how the job is done and suggestions to help each chairman be more efficient with fewer problems. Most importantly, if a question arises you have a whole club of friendly folk willing and able to help. Hope this overview will help you find something you'd like to "volunteer" for our next exhibit.

### **Exhibit Chairman**

Oversee and coordinate all exhibit committees.  
Set up meetings with committees.  
Set up ribbons, certificates & awards.  
Organize program for opening night.

### **Exhibit Coordinator**

Set up the entry form, rules and procedures for the newsletter.  
Organize entries for show and program.  
Coordinate with program chairman for program.  
Send information to newsletter.

### **Gallery**

Oversee sale of gallery works.  
Oversee jurying (accepted and declined).  
Check all work in and out of show.  
Enlist volunteers to work at show.

### **Publicity**

Provide newspapers and other media with publicity about exhibit.  
Arrange to have a photographer from the Observer Newspapers to take pictures of the winners, jurying night and preferably at the opening reception with visiting dignitaries.  
Also be prepared to take photos yourself or have someone do it for other papers.

### **Installations**

Coordinate floor plan and times for set-up before the show and take-down which is immediately following the end of the show, with Costick Center staff.

### **Hanging**

Employ juror and reserve room for jurying.  
Notify Exhibit Chairman and Coordinator on dates.  
Enlist volunteers to work at set-up & take down.  
Handle hanging and take-down of show.

### **Exhibit Treasurer**

Handle exhibit budget covering all exhibits, Expense and necessary financial reports.  
Deposit all entry fees.  
Reimburse members for expenses.

### **Awards**

Responsible for acquiring contributions and gift certificates for award winners.  
Keep records of all transactions.  
Provide Thank-you Chairman with complete list in detailed description.

### **Postcards**

Get postcards printed.  
Distribute postcards, address labels and postage to members for mailing.  
Update mail list.

### **Programs**

Prepares outside cover, inside front cover with business donators and inside back cover with roster, benefactors, winners with pictures of their paintings, and juror's resume. Arrange to have program printed for show

### **Unframed**

Enlist volunteers to work show.  
Give receipts for unframed.

### **Updates and Thank-You Notes**

Send thank-you notes to contributors.  
Update job descriptions and exhibit roster.

***The following jobs are only if we are not exhibiting in the Spring Festival.***

### **Decorations**

Arrange decorations for exhibit (usually fresh flowering plants supplied by a greenhouse, funeral home, and/or purchased by members).

### **Transportation**

Responsible for loading and unloading aluminum frames prior to and after show, which would be coordinated with Hanging Chairman.

### **Hospitality**

Enlist volunteers to work at reception.  
Buy necessary supplies.  
Store supplies between shows