

## **Gallery Guidelines for Exhibitors 2024**

Exhibitors will be assigned a Contact Person from the Gallery Committee to answer questions about policy, installation, care of the gallery, receptions, publicity, etc.

### FEES/COMMISSIONS

**The Barnes gallery fee is \$100 and the Hall gallery fee is \$75. Fee for both galleries is \$150. Exhibitor will pay the LCA 20% of all sales at close of exhibit.**

### SET UP/TAKE DOWN

The Exhibit will normally be installed **starting on the Wednesday before the first weekend of the month, and removed by Tuesday evening of the week following final weekend of the month**. The Contact Person or another LCA volunteer will be available with questions about the installation and removal.

### INSTALLATION

All paintings, prints, drawings and photographs must be suitably prepared or framed and wired. Nails, tacks or pins may be used on the walls. At the end of the Exhibit any **holes left from mounting must be filled in**. LCA will provide the tools and materials.

Pedestals are available for displaying three-dimensional works of art. Arrange with Contact Person for the movement and placement of pedestals so as to **avoid scratching the new wooden flooring**.

### OPEN HOURS

The gallery will normally be open to the public from **1:00 to 5:00pm on Saturdays and Sundays** during the month of the exhibit. **The Exhibitors are expected to be at the gallery during this minimum of open hours**, or arrange alternate coverage that the Contact Person will be informed of. The exhibitor may also choose to show the exhibit by appointment, or to staff the gallery for additional hours. (In this case Start Date and Close Date must be clarified with the Contact Person.)

## RECEPTION

Exhibitors are expected to host a reception, typically on a Sunday from 3 to 5 p.m. **Food and drink and clean up are the responsibility of the exhibitor.** At the end of the reception, the gallery must be left in the condition existing before the event. Food spills must be cleaned up and trash and recyclables should be deposited in marked dumpsters at the north end of the building.

## PUBLICITY

LCA will provide two 3x3' signs to be displayed on the outside sign board and will advertise the exhibit on LCA's website, Instagram/Facebook pages, email list and LeverettConnects. The LCA will print a small quantity (100) of postcards, 40 to keep in the LCA for visitors and 60 for the Exhibitor to share. LCA will also supply a graphic file based on the postcard design in both pdf and jpg format for the Exhibitor to utilize for their own email and/or social media. To ensure timely promotions, the dates and times of gallery open hours and the reception must be finalized and submitted to LCA two months prior to commencement of Exhibit.

***It is up to the exhibitor to contact local news sources and listings for additional publicity.***

## CONDITION OF THE GALLERY

Any existing info/promotional material on the walls or pedestals, or any furniture should not be moved or removed unless your Contact Person receives permission from the LCA Director before the event.

Any holes from mounting art should be filled at the end of the event. LCA will provide tools and materials. At the conclusion of the exhibition, all artwork must be removed by the exhibitors and the gallery returned to its original condition. There will be a storage charge for any artwork left behind at the LCA.

## OTHER GALLERY USES

LCA sanctioned meetings or gatherings may occasionally occur in the galleries during hours other than those staffed as OPEN EXHIBIT. Care will be taken to safeguard the exhibited artwork.