

Important Second Saturday Exhibit Requirements

These requirements have existed for some time, but I understand that not everyone is aware of them. To professionalize the look of the galleries and better educate our visitors, there are a few requirements for exhibiting in the galleries and hallways. Labels, jpegs/digital images, and a statement about your exhibition will now be necessary in order to show your work. We need an image and title for your show at least 30 days prior to the exhibition. This information will be used to: Advertise your show in the newsletter/postcards or email blasts, advertise your show in press releases and post in frames located in each of the galleries.

Exhibition Rules are:

1. Installation of exhibits may be started on the Wednesday prior to Second Saturday. If a scheduling problem arises, please contact the Executive Director.
2. Exhibits must be up and labeled no later than the *Thursday* night prior to Second Saturday in order for us to schedule cleaning etc before Saturday.
3. All signage and labels must be approved by the Executive Director if you are not using ArtSouth labels. If you need staff help in producing labels, please get the list to the office no later than the Thursday prior to Second Saturday. *Staff will not be able to make any labels for you on Second Saturday.*
4. All artwork must be framed and hung in a professional manner.
5. Exhibitors are encouraged to self promote their exhibit and provide refreshments for their guests.
6. All exhibitors *must* be on site and have completed their set up with refreshments etc. prior to 3 p.m. on Second Saturday.
7. All art works are to remain in the gallery for the full run of the exhibit. If a piece is sold, it must be tagged as such and left on display until the end of the exhibit. You may substitute another piece for the sold one with staff permission only.
8. All exhibits must be taken down no later than the Wednesday morning prior to Second Saturday. Failure to do so will result in staff taking it down for you at your risk.
9. All nails must be removed; nail holes filled, pencil marks removed and the walls repainted, if necessary. Failure to do so will result in your being billed \$100 when ArtSouth has to have that work done for you.

Thank you for your cooperation.