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# Cayce Arts Guild - “Rotating Exhibit” Guidelines

## Exhibiting artists must be members of CAG.

A facilitator for each exhibit establishes with the hosting organization the dates and times for CAG members to deliver or remove their entries. Unless pre-arranged with the facilitator, artwork **MUST** remain for the duration of the exhibit. The facilitator oversees hanging the show and provides the host a list of the participating artists and pieces.

- Paintings **MUST** be dry, suitably framed, and ready for hanging.
- Two-dimensional pieces must be fastened securely in the frame/glass without moving.
- Large pieces should be protected with Plexiglas rather than glass.
- Hanging wire must use d-rings or screw eyes for wood frames and manufacturer-supplied clips for metal frames.
- Wire should be strung so that it is taut, positioned approximately ¼ of the distance from top to bottom, and correct length so that the hanger does not show above the top of the piece.

## Size of Artworks

The exhibit facilitator must exercise judgment to maximize the exhibit space and may limit the number or size of pieces to include.

## Display Tags

Each item in CAG-sponsored exhibits **MUST** be tagged with a display card. The exhibit facilitator will have display tags for artists to fill in. A template is posted on CAG’s web site. Write on the back of each piece artist’s name, contact information, piece name, medium, and price so it can be identified even without the display card. Artists (not the event facilitator) must fill out the display cards for their work to prevent errors.

## Sales

Artwork entered and displayed may be removed only with permission of the exhibit facilitator. Payment arrangements are decided by the host facility. Artists are responsible for paying a ten percent commission to CAG. Additional commission may be required of the venue.

## Types of Artwork

Some facilities are not equipped to display items such as three-dimensional woodwork, weavings, jewelry, or pottery on pedestals. Discretion is advised on items that may be easily stolen. The exhibits typically are for professional two-dimensional artwork. At the discretion of the exhibit facilitator in concert with the host facility, accurately labeled fine-art prints may be included in the exhibit.

## Hold Harmless

Submission of work is acknowledgement that participants hold harmless CAG, sponsoring and participating organizations, their directors, officers, employees, agents, and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with participation.

## Originality of Work

Please use honorable ethics concerning originality of your work. All burdens related to copyrights shall be the full responsibility of the artists. CAG, its members, officers, or volunteers, will not be held liable for any damages occurring from infringement of copyright.