

**Cayce Arts Guild
Art Rotation Guidelines**

(all venues EXCEPT for SOTA - please see specific guidelines for displaying at SOTA)

Exhibiting artists must be current members of CAG in good standing.

Types of Art: Some facilities are set up to display 2-D art only, and are not equipped to display 3-D art such as sculpture, basketry, woodwork, jewelry, or pottery. The rotation announcement (sent via email) will specify what types of art can be displayed at that particular location. Discretion is advised on items that may be easily stolen. Accurately-labeled fine-art prints may be included.

A rotation coordinator for each exhibit location establishes the dates and times with that location's contact for CAG members to deliver or remove their entries. Artists who want to participate **MUST** sign up with rotation coordinator. If plans change, or a conflicting appointment occurs, please notify the coordinator **ASAP** so your spot can be given to another artist. Please arrive on time.

Artwork **MUST** remain for the duration of the exhibit unless it is sold. If a piece is sold through another means, such as your website, let the coordinator know **ASAP**. You can replace the sold item with another piece for the duration of that rotation.

All items **MUST** be retrieved at the following rotation date and time to allow other artists a turn.

Guidelines for 2-D art:

- Paintings **MUST** be dry, suitably framed, and ready for hanging. Artwork on canvas with stapled-edges must be framed so the stapled edges do not show. Unframed art on gallery wrapped canvas is acceptable where the edges are painted/finished.
- Pieces must be fastened securely in the frame/glass without moving. Large pieces should be protected with Plexiglas rather than glass.
- Giclee prints will be accepted but must be clearly labeled as a print.
- All 2-D art pieces must be properly labeled on the backs with artist's name and title.
- D-rings and proper wiring is mandatory for 2-D art. Saw-tooth hangers are not allowed. Wire should be strung so that it is taut, positioned approximately $\frac{1}{4}$ 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 coordinator must exercise judgment to maximize the exhibit space and may limit the number or size of pieces to include.

Guidelines for 3-D art:

- Artists must bring their own display items.
- Artists must bring a completed display card for each item (see display card information below)

Display Cards: Each item in CAG-sponsored exhibits (2-D **AND** 3-D art) **MUST** be tagged with a display card completed by the artist. Cards should be attached to the bottom front of 2-D art. Cards for 3-D art will be displayed near each piece. Electronically fillable and printable display cards will be emailed to each artist who signs up for the rotation, and can also be found on CAG's website. A supply of blank display cards will be available at the in-take for those who absolutely cannot find a way to print, but printing is preferred. Printing is more professional and can be more easily read by your potential customers than handwriting.

Inventory Sheets: An inventory sheet for the coordinator's records must be filled out, printed, and brought to take-in by each artist. Electronically fillable and printable inventory sheets will be emailed to each artist who signs up for the rotation, and can also be found on CAG's website. Again, printed forms are preferred to handwritten ones, but blank ones will be available at take-in if necessary.

Payments: Payment arrangements are decided by the host facility. At most locations, the buyer contacts the artist directly to purchase, but at some locations, the host facility handles the sales. A commission may be required of the venue if they handle the sales. The coordinator will supply this information when the rotation call is emailed.

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.

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.