



MUDDY CREEK ARTISTS GUILD ART SHOW GENERAL STANDARDS AND PROCEDURES

- **ALL WORK MUST BE THE ORIGINAL WORK OF THE MEMBER ARTIST AND MUST NOT INFRINGE UPON ANY COPYRIGHT.** 'Original' means the work must be the sole creation of the artist. Works created from reference material (particularly, but not only, photographs) must be the artist's own work or the artist must have the owner's permission to use the reference. Images taken from publications are almost always copy right protected by the publication, as well as the artist or creator.
- **All shows will have a delivery and pick up date and time.** Artists must have their work at the show site on time. Late arrivals will not be allowed to check in to the show. Unsold work must be picked up promptly at the end of the show and all artists should participate in the site cleanup. If an artist is unable to deliver or pick up their work at the specified times, they must arrange for someone else to pick up their work at the specified times.
- **Artists must have all necessary show documents** completed and ready, and their Inventory Sheet for the show submitted electronically before entering the show Check-in process.
- **Every piece, with the exception of jewelry, must have a Display Card.**
- **Every piece must have the inventory-generated bar-code sticker on the back.**
- **Original work must be signed by the artist or contain the artist's mark.** Artist proofs and limited editions must be appropriately numbered. Artist proofs, limited editions, and unlimited (or open) editions must be clearly identified on the Display Card.

On the following pages Standards are established for these categories:

- 1) Oil & Acrylic Paintings (2-D art not under glass)**
- 2) Watercolors, Charcoal, Pastel, Ink Drawings (2-D art under glass)**
- 3) Jewelry, Ceramics, Sculpture, Fabric Art, Stained Glass and Other 3-D Art**
- 4) Photography**

Oil and Acrylic Paintings, Mixed Media (2-D Artwork not under glass)

Every piece must have the inventory-generated bar-code sticker on the back.

- **Framed work must be ready to hang** using securely attached picture wire – no saw tooth hangers. Wire should be attached to the frame with hanging hardware (not just a nail or screw), $\frac{1}{4}$ to $\frac{1}{3}$ of the distance (height) from the top of the frame. Once hung, the picture wire must not be visible when viewing the work.
- **Frames must be clean, undamaged, and structurally sound.** Clip frames, box frames or raw edges may not be used.
- **Canvas wraps (canvas work that is not framed)** must have the image extend to completely cover the exposed sides. The corners must be neat and the sides free of staples, tacks, or anything not part of the image. A hanging wire attached to the stretcher bars is preferred.
- **A duplicate Display Card must be attached to the back of each piece** with the artist's name, title, medium, image details, and price. If the artist chooses, personal contact information can also be attached to the back of the piece. A business card is suggested but is not a required format. (See "Completing Show Documents" for details on filling out the Display Card)
- **Work too heavy to hang from a 30-lb. hook** – on the panels or walls – must arrive with its own display equipment (*i.e.*, easel, hanging rack, display stand.) The artist must discuss this with the Hanging Chair prior to the day of check-in.

Print Racks/Flip Bins/Browse Boxes

Every piece must have the inventory-generated bar-code sticker on the back.

- **The artwork, as well as mats or backing, must be clean and neat.**
- **Work must have a backing board** inside the packaging strong enough to give firm support to the art. Foam Core is preferred.
- **Artwork must be in a sealed, clear, clean, fitting wrapper** that contains the art and backing.
- **Each piece must have a Display Card** on the back either inside the wrapper or securely attached to the back.
- **In the Print Racks, only one image of a given piece will be displayed at a time.** Exceptions to this are having the same image in two different sizes at two different prices or a print of a framed work hanging in the show. *Note cards are not considered prints and are not subject to this restriction.*

Watercolors, Charcoal, Ink and Pastel Drawings

(2-D Artwork under glass)

Every piece must have the inventory-generated bar-code sticker on the back.

- **Framed work must be ready to hang** using securely attached picture wire – no saw tooth hangers. Wire should be attached to the frame with hanging hardware (not just a nail or screw), $\frac{1}{4}$ to $\frac{1}{3}$ of the distance (height) from the top of the frame. Once hung, the picture wire must not be visible when viewing the work.
- **Frames must be clean, undamaged, and structurally sound.** Clip frames, box frames or raw edges may not be used.
- **For work displayed under glass or plexi-glass**, the glass or plexi-glass must be clean, undamaged, and secured in the frame.
- **Mats must be clean, undamaged, and correctly cut.** Acid free mats are preferred.
- **Strong boards on the back of framed art (such as foam core) are recommended.** Corrugated cardboard is not permitted.
- **A dust cover on the back** is preferred.
- **A duplicate Display Card must be attached to the back of each piece** with the artist's name, title, medium, image details, and price. If the artist chooses, personal contact information can also be attached to the back of the piece. A business card is suggested but is not a required format. (See *Completing Show Documents* for details on filling out the Display Card)
- **Work too heavy to hang from a 30-lb. hook** – on the panels or walls – must arrive with its own display equipment (*i.e.*, easel, hanging rack, display stand.) The artist must discuss this with the Hanging Chair prior to the day of check-in.

Jewelry, Ceramics, Sculpture, Fabric Art, Stained Glass and Other 3-D Art

All art must be original. Store-bought molds or patterns are not permitted without substantial individual customization or original embellishment.

Every piece must have the inventory-generated bar-code sticker attached.

- **Art must be clean and undamaged.** 'Clean' also includes the removal/concealment of any substances or materials used in assembly but not part of the artwork.
- **Art must sit/stand securely on a level surface.** If the art cannot stand alone, the artist must provide a suitable stand or display unit. (*i.e.*, easel, hanging rack, pedestal, etc.) The artist must also discuss this unit with the Hanging Committee *prior* to the day of Check-in.
- **3-D art intended to hang on the panels or walls** must be able to safely use the hanging hardware used for 2-D art. Special needs should be discussed with the Hanging Committee before show Check-In.
- **Food Safety.** Art that could potentially be used, or is intended for use around food should be identified as food, water, and/or dishwasher safe/unsafe in the Details area of the Display Card.
- **Jewelers must provide their own display units.** These units should be tasteful, clean, and structurally sound.
- **Framed work to be displayed with the 3-D art** is subject to the same framing standards as the work on the walls, but must also meet the display requirements for 3-D art. This work is not included in the pieces limit for the walls, but is subject to any limits applied to the number of 3-D pieces allowed. Framed work can be no larger than 80 square inches (*i.e.*, 8" x 10"), including the frame. The Hanging Crew will place this kind of artwork after the 3-D placement is done.

Photography

The Guild encourages photographers to explore new technologies and ways of presenting their work, and recognizes that photographic post-processing has become the norm in the age of digital photography. To assist customers in understanding their work, photographers are encouraged to provide a written explanation of their methods on the back.

Every piece must have the inventory-generated bar-code sticker on the back.

- **A duplicate Display Card** must be attached to the back of each piece with the artist's name, title, medium, image details, and price. If the artist chooses, personal contact information can also be attached, along with a detailed explanation of processing methods. A business card is suggested but is not a required format. (See *Completing Show Documents* for details on filling out the Display Card).
- **Framed and matted work** must be ready to hang using securely attached picture wire – no saw tooth hangers. Wire should be attached to the frame with hanging hardware (not just a nail or screw), $\frac{1}{4}$ to $\frac{1}{3}$ of the distance (height) from the top of the frame. Once hung, the picture wire must not be visible when viewing the work. **The frame must include glass if matted. The glass or plexi-glass must be clean, undamaged, and secured in the frame.**
- **Photography that is printed on material other than photo paper (e.g., metal, canvas, glass, board, etc.)** does not require glass. The preferred hanging method is picture wire, but some pieces (*i.e.*, metal, glass) may not permit the use of wire, and so the hanging method should be professionally mounted, fully secure, and not visible when viewing the work.
- **Traditional photography, printed on paper, must be displayed under glass, unless treated with an archival preservation finish that provides UV and moisture protection.** The photographer should be prepared to explain their finish treatment to ensure it meets this standard at show check-in, or, preferably, in advance of the show.
- **Canvas wraps** (canvas work that is not framed) must have the image extend to completely cover the exposed sides. The corners must be neat and the sides

free of staples, tacks, or anything not part of the image. A hanging wire attached to the stretcher bars is preferred.

- **Frames** must be clean, undamaged, and structurally sound. Clip frames, box frames or raw edges may not be used.
- **Mats** must be clean, undamaged, and correctly cut. Acid free mats are preferred.
- **Strong boards on the back** of framed art (such as foam core) are recommended. Corrugated cardboard is not permitted.
- **A dust cover on the back is preferred.**
- **Work too heavy to hang from a 30-lb. hook** – on the panels or walls – must arrive with its own display equipment (i.e., easel, hanging rack, display stand.) The artist must discuss this with the Hanging Chair prior to the day of check-in.