



Community Arts Café Exhibition Guidelines

All artists who have been selected for exhibition at the Community Arts Café must observe the following guidelines in presenting their show. The purpose of the guidelines is not to enforce uniformity, but to create a certain aesthetic consistency and a professional atmosphere of quality and attention to detail. We recognize that, depending on the nature of the works exhibited, certain of the guidelines may not always apply. If you anticipate that your show will require departure from the guidelines to any significant degree, you must discuss this with CAC before bringing the show in. Please feel free to contact CAC for any questions.

The art works presented must be consistent, in nature and in quality, with the works presented in exhibition proposal. If, in CAC's sole judgment, they are not consistent, CAC reserves the right to cancel the exhibition. CAC also reserves the right to cancel the exhibition if, in its judgment, the guidelines below have not been followed. Cancellation may occur as late as the day the show is scheduled to open.

1. Uniqueness of Show. The body of work in the exhibition should not be work that has been previously exhibited in any of the Community Arts Café's gallery spaces. CAC's mission is to bring new work to the area, not work previously shown.

2. Duration of Exhibit. It is the policy of CAC that the majority of exhibits in the Gallery of the Arts be 'short run.' In most instances, an exhibition shall hang for no longer than four days, and may hang for as little as one day. Exhibits at CAC should be treated more as 'events' that focus on the opening reception which generates urgency for viewing and purchasing. Exhibits in the three other galleries may hang for a longer period of time.

3. Gallery Fee. This fee is designated according to gallery and is necessary to assist CAC in covering its monthly operating expenses. Artists unable to pay the fee may apply for a grant through the CAC Artist Development Scholarship Fund (see #15 below) to cover this cost. The fees vary according to the size of the gallery and in some cases, according to the duration of the exhibit. They are (non-members' fees appear first, members second): Gallery of the Arts \$350/\$250; Underground Theatre Gallery \$350/\$250; Conference Room Gallery \$200/\$125; Student Gallery \$100/\$75. See Floor Plan for square footage and wall space in each gallery.

4. Admission Fee. All Gallery of the Arts Exhibitions will have a small admission fee both at the opening reception and for the duration of the show. In addition to covering the cost of the wine & food at the opening reception, the admission fee is in place to give an increased sense of value to the exhibit. CAC members are generally admitted at no charge and the exhibiting artist is allowed up to 10 guests at no charge for the opening reception and show.

5. Publicity. Each artist is responsible for submitting publicity information to CAC for use in publicizing the show no later than (2) months in advance of the opening reception, and sooner if possible. This information will be used for preparing press releases to the local media and in preparation of the show invitation. Submit images and text for designing the invitations to the gallery administrator, at the gallery address.

6. Show Invitation. CAC will prepare glossy postcards with a full-color image of the artist's work (unless a group exhibition), provided the artist has sent CAC an image no later than two (2) months prior to the show's opening. Acceptable image formats include digital files (.jpg or .tif) of at least 300 dpi. Exhibitors share equally the cost of the show's postcard (the cost

is \$70). CAC will design and prepare 2,500 copies (a portion to be mailed to its mailing list, with the remaining for the artists' and gallery use) This cost must be paid no later than two months prior to the show.

7. Information on the Artist and works. Visitors are often interested in learning more about the artist and their works. Exhibitors are expected to make information on themselves and their works available for use on the website, in promotions and to accompany the works on the walls.

8. Hanging and Taking Down Show. Precise dates will be set for the opening and closing of the show. Works may not be removed from the gallery until the end of the show.

9. Presentation of Artwork. All artwork must be presented in a professional manner, e.g., any frames, matting, pedestals, etc. must be acceptable to CAC and must present the works in a manner that is consistent with the artist's exhibition proposal. Artists are responsible for labeling and pricing their works.

10. Price List/Inventory for the Show. Artists are responsible for providing a price list identifying the works by title, size, media and price. This list should be available when the works are brought into the gallery space.

11. Works for Sale. The majority of the work must be for sale in each show, unless otherwise approved. It is recommended that no less than half of the works be offered for sale. A price list must be available listing all works shown. If certain works are not for sale, "NFS" may be used. If "POR" (Price on Request) is used, CAC must be notified of the price for the work prior to the show so that it can respond to a request, if made.

12. Gallery Damage. Exhibitions may not damage the gallery. Ordinary wear and tear as a result of the show (e.g., holes in walls for hanging, debris and dirt from installations, etc.) is to be expected.

13. CAC's Commission. No commission will be taken on the first portion of sales as follows: up to \$800 for Gallery of the Arts and Underground Theatre Gallery; up to \$350 for Conference Room Gallery; up to \$250 for Student Gallery. For all sales above this first portion, CAC will take a 40% commission for non-members; 30% commission for members. A straight 50% commission will be taken for all sales in shows where a grant from the Artist Development Scholarship Fund has been used to cover the facility fee. CAC receives a commission on all sales made as a result of the show, even if they occur after the show. In other words, if the purchaser sees a work in the show and decides to purchase it within the three months following the show, CAC should receive its agreed-upon commission. Any known violation of this policy will result in the artist's losing future exhibition privileges at CAC.

14. Costs to CAC. If the artist's failure to follow any of the above guidelines results in additional expense to CAC, CAC will bill the artist accordingly. The artist's full inventory of works will not be released to the artist until the bill is paid. In other words, CAC will retain a work or works as collateral, according to the amount owed, until the bill is paid.

15. CAC Artist Development Scholarship. The Community Arts Café has established an Artist Development Scholarship fund to assist artists financially with the costs of producing a show or exhibiting works in the galleries and spaces at the CAC facility. For details on available funding and the application process please call 336-793-8000 or email gallery@communityartscafe.com.