

Park Hill Art Club Fall 2022 Show and Sale - Guidelines

Show Hours:

Friday, November 11, 4:30-8pm

Saturday, November 12, 10-5pm

Sunday, November 13, 10-4pm

Location: Park Hill United Methodist Church
5209 Montview Blvd, Denver, Colorado

Artist Registration

When: Online registration from Sunday, October 2, at 6:00 pm until Sunday, October 30, at 6pm. **No late show registrations will be accepted.**

How: To register, go to www.parkhillartclub.org
Sign in as guest, click on Shows tab then Fall Show Registration.

Eligibility: All entrants will sign in as “guests” to enter the show.

Check-in: Check-in is 9:30-11am at the church gym on Friday, November 11th. Artists must check in their work and turn in their signed Artist Inventory Sheet. PLEASE HAVE COMPLETED INVENTORY SHEET AT TIME OF DROP OFF!. Artists needing early check-in must contact Amy Martin, martiafp@gmail.com or text 7209888910 to make arrangements prior to check-in day. No late check-ins allowed

Check-out: Sunday, November 13th between 4:00-5:00 pm. **Artwork may not be removed prior to checkout time.**

Entry Limits

# of Pieces	Entry Fee	Art Type
4	\$5/each	Hanging pieces - Original framed pieces, cradled wood panels with finished edges or gallery wrapped canvas with finished edges, two-dimensional fiber, glass or metal art, archival ink digital and photograph art. Maximum size on any side 48 inches, INCLUDING FRAME.
10	\$1.50/each	Bin pieces – originals unframed or gallery wrapped and/or giclée prints (clearly marked)
5	\$1.50/each	Original miniature pieces with maximum size 80 square inches INCLUDING FRAME!
10	\$1.00/pack	Notecards must be bundled <u>up to 10 cards per pack</u> , limit 10 packs

General Entry Requirements:

- Diptychs may be entered as 2 pieces and must be separately labeled if they can be sold individually.
- Only digital and photographic art created using archival pigment inks will be accepted.
- Any medium may be used on canvas, paper, wood.
- Two-dimensional fiber, glass or metal arts will be accepted
- All artwork entered must be for sale. Prices, title and artist name must be on each piece, and the price must agree with price on inventory sheet.
- No nude artwork is allowed due to church requirements. The show committee reserves the right to refuse inappropriate entries; entry fees will not be refunded.
- Legal Waiver: To meet legal requirements, all artists must sign the waiver taking responsibility for the originality of their work and the disclaimer releasing PHAC and the United Methodist Church from responsibility for loss or damage of artwork. The waiver is stated on the online registration. The waiver, which is at the top of the inventory sheet, must be signed at check-in.
- Artist will keep the full sale price .

Labels:

- Wall display labels for original hanging work will be generated from the website. There will be a link available for artists to enter in label details separate from registration.
- Artists are responsible for making sure every piece has a label containing the same information firmly attached to the back.

Title of artwork
Medium
Original or Print (Binned work only)
Artist Name
Price
Item Number (Based on Artist Inventory Sheet)

Requirements for Framed/Gallery Wrapped/Fiber that will be hung:

- Not to exceed 48 inches (**including the frame**) on any one side.
- If not framed, canvas and cradled pieces must have finished edges.
- No saw tooth hangers are allowed, and must be ready to hang, including wires
- Fiber, metal or glass arts must have hanging hardware that allows each piece to be hung from a hook.
- NOTE! If piece does not meet the requirements above, it may be rejected unless artist able to remedy before show set up is completed. There will be no refunds.

Requirements for Bin Art:

- Artwork on canvas/cradled wood panels must have finished edges/gallery wrapped.
- Originals and/or giclée prints must be clearly labeled as such.
- Artwork on paper or fiber must be backed with foam board or equivalent.
- All bin pieces must be in plastic protective sleeves.
- Bins must be standing folding bins. No table top bins.
- Bring your own bin for your bin pieces; Jerry's Artarama and Dick Blick online have Canvas Print Racks at good prices. PHAC will provide artist name labels for outside of bin.

- The show committee may consolidate bin pieces for space/appearance if you didn't bring a bin or as artwork sells

Requirements for Miniatures:

- A separate area of the show will be set up for miniature art. PHAC will provide a small easel for each mini piece; do not bring your own easel
- Framed Miniatures must be 80 square inches or less **including** the frame.
- Unframed gallery wrapped canvas sizes: 80 square inches or less with finished edges

Requirements for Notecards:

- Cards may be original art, photographs or printed copies of original art.
- Notecards must be bundled up to 10 cards per pack, limit 10 packs
- Each packet must be secured in a way to keep the cards together.
- No individual cards can be sold.
- Cards will be displayed in individual display boxes provided by PHAC.

Additional Details:

- Artist will be allowed to keep entire sell price.
- Any artist who sells more than \$600 **MUST** submit a W-9. It is an IRS requirement. There will be no exceptions to this.
- No refunds are given for art that is registered but not checked in or is turned away for not meeting check-in or hanging requirements.
- Personal business cards may not be displayed with art pieces; however, business cards may be attached to the back of any piece. A rack for displaying business cards will be provided near the door.
- Participating artists are expected to support the show by volunteering. Artists may volunteer by signing up online or manually at the church.
- Food trays are purchased for Friday's reception. There is no need for individual artists to bring food.
- It is much appreciated when exhibiting artists support the show by attending the Friday evening reception. Attendance the other days can also help promote both your own and other artists' work, for a more successful show.