

BAA REQUIREMENTS FOR SANDSTONE EXHIBITOR'S

Billings Arts Association has corroborated with Sandstone Gallery to allow members to rent space at the gallery for two-month sessions: February-March, April-May, June-July, August-September and October-November. January and December will not be part of the agreement. Sandstone Gallery is a business with rules and regulations we must abide by and will take a 30% commission on any sales. Each person exhibiting must maintain a professional character and understand the gallery's requirements.

To register or if you have any questions, please contact Ev Bergeron at evbergeron@gmail.com. If you cannot exhibit as planned, you must let Ev know as soon as possible. Please note that we want to allow everyone a chance to exhibit if they so desire.

The exhibitor will have two walls to hang artwork: one space is 4'x6' and the other space is 5'x6' at a cost of \$50 for a two-month session. Visit the Sandstone Gallery to map out your area carefully. Please do not crowd the space. Crowding tends to diminish the impact of the work. Please do not request a different space.

1. **ONE MONTH IN ADVANCE of exhibit date:** Please pay \$50 to BAA at billingsartsassociation.com under "Featured Products/View All Products/Sandstone Gallery Showing for BAA Members." You can pay by credit card or PayPal or you can send a \$50 check to BAA Treasurer, P. O. Box 81273, Billings, Mt 59108.
2. **NO LATER THAN THE 10TH OF THE MONTH PRIOR TO YOUR EXHIBIT DATE:** Please send photos with information of your paintings to lynn@lynnshield.com to be including in Sandstone's advertising and Facebook.
3. **TWO WEEKS IN ADVANCE of exhibit time:** Please send title, medium, name, and price to Donna Moore, 19boomer89@charter.net, so labels can be made. Please use the attached label form by printing it out, filling it out, scan it, and email to Donna Moore. When pricing your artwork include Sandstone's 30% commission in your stated price.
4. **DURING THE WEEK IN ADVANCE of exhibit time:** Artwork is to be hung by the artists. All work must be framed or done on gallery wrapped canvas and ready for hanging with wire. Place BAA tags on the back of each work. Sandstone is closed Sunday and Monday.
5. **THE LAST DAY of exhibit time:** Artwork must be picked up. Verify with Sandstone the date. If you are unable to pick it up then someone else may pick it up. However, you must write a permission slip so Sandstone Gallery knows the name of your representative.
6. **FIRST FRIDAY during exhibit time:** Sandstone wants exhibitors to be at the ArtWalk from 5 pm to 8 pm which will be held the first Friday of the month that your exhibit time starts.
7. If an exhibitor must remove their artwork during the exhibit period, we will not be able to refund any portion of the fee. You may replace pieces, but no new labels will be made by the gallery.
8. If a piece of artwork sells, Sandstone will deduct their commission and pay by check to the artist.